KS5 PEP process: Designated Members of Staff/Designated Teachers

Contents

This user guide is designed to be most effective if viewing on-line as it contains multiple hyperlinks. These links aid navigation within this document and to navigate quickly to other Annual Review-related user guides.

PLEASE USE THE INDEX ABOVE TO QUICKLY NAVIGATE TO THE SECTION YOU NEED RATHER THAN SCROLL THROUGH THIS WHOLE DOCUMENT. **Ctrl + click** a chapter/sub-heading to take you straight to that section

Please be aware that if this document is the paper version you may not be reading the most recent version.

Please contact Virtual School Kent for more information.

PEP Process

This user guide has been written for the benefit of the Designated Member of Staff/Designated Teacher (DMS/DT) as well as any other education users who might be involved with completing the KentPEP form for a Young Person in Care

Background

The previous process for recording PEPs was done on a standalone system: ECare.

BASIC PEP PROCESS FLOW

All PEPs are recorded on a YP's record in Liberi using the standalone form KentPEP form in Liberi started by Virtual School Kent no more than 2 weeks before a PEP meeting is due. The ACW no longer starts the PEP but VSK must still communicate with the C/YP's Social Worker, the Allocated Case Worker (ACW), regarding recency of the YP's data.

The Young Person's Social Worker (Allocated Case Worker)

The Allocated Case Worker (ACW) to ensure all basic personal and other relevant information is up to date on Liberi for the Young Person made in a timely manner.

VSK (Virtual School Kent) team

VSK to liaise with the ACW regarding the date for the PEP meeting and any additional information they need i.e. any contact arrangements, medical needs etc which are needed to complete Part 1 of the KentPEP KS5 Meeting form.

VSK to start the KentPEP KS5 Meeting form in Liberi and complete any other relevant information. If the rest of the PEP form is to be completed by the DMS/DT, the whole form (not Attachments tab) is delegated to them via the Delegation (Professional) Portal up to 2 weeks prior to the PEP meeting.

If there is no involvement with an education establishment, VSK to complete the rest of the form without delegating it.

Young Person's DMS/DT with VSK

Part 1 of the form to be reviewed, amended and updated where possible at the beginning of the PEP meeting. Any core personal information will need to be communicated to the ACW and to be updated by them on Liberi.

Complete the whole PEP form and send back to the originator i.e. VSK ESO within 2 weeks of the PEP meeting.

VSK (Virtual School Kent) team

VSK ESO to check the KentPEP and re-delegate it to the DMS/DT if amendments are needed. VSK ESO either to finalise the KS5 Meeting PEP form if completed solely by the ESO or assign to the YP's Social Worker (ACW) to finalise within 2 weeks

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This user guide has been written for the benefit of the **DMS/DT** as well as any other school/ college users who might be involved with completing the KentPEP form for a YP in Care.

GDPR, Privacy Notice and Retention period

Please ensure all Portal users have read the guidance for Specialist Children's Services GDPR, Privacy Notice and retention periods (click here)

For KCC's corporate Privacy statement click here

Specialist Children's Services will hold the original KentPEP source information.

Schools should follow their own retention period for their saved PDF copy of the PEP.

Portal Security

The password for Portal use is set up by the person registering the portal account and is unique to all those users given permission by the school/college/alternative provision to use the portal account.

If an email or a phone call is received to request to share or change a password this is likely to be bogus. We will never ask the school/college/AP to change their portal password. If you receive such a request, please report it immediately to your own IT department.

It would also be useful to inform us via your VSK contact so this can be further investigated and to establish whether this incident is unique to your educational setting or more widespread across Portal users.

Before you start
Please use Internet Explorer as the chosen browser for KentPEP

Register the DMS/DT and Nominated school/college email
This is a one-off registration process for the nominated DMS/DT and email address to be made with VSK

Email VSKKentpep@kent.gov.uk with the following details:

- ➢ Name of the DMS/DT
- ➢ Nominated email address

- VSK cannot delegate the KentPEP to the school/college until this has been provided.
- There can be only one DMS/DT and one email address per education setting.
- This email (and password) will need to be shared with any other professionals involved with the KentPEP process **and** who need to use the portal.
- School/college to use this generic email address for PEP use only.
- The email and DMS/DT information can be amended at any time by contacting VSKKentpep@kent.gov.uk

Register the Delegation Portal: overview
The DMS/DT to do this **one-off** registration of the Delegation Portal once the school/college email and DT's name have been set up by VSK (see above). This can be done before any PEPs are delegated to the education establishment.

Use this link in MS Explorer to access the Delegation Portal to register:
https://kccprofessionalportal.kent.gov.uk

Once registered, the username and password must be shared with any other professionals in the education establishment involved with the KentPEP process.

The Delegation Portal can only be accessed using the registered email and password.

See Register for New Account for step by step guidance.

Receiving the PEP form in the Portal

The KentPEP can only be received by the DMS/DT if

    a) the education establishment has been set up with their generic email and the DMS/DT is attached to that email and

    b) the PEP Meeting form(s) has been sent by VSK to the DMS/DT using the Delegation (Professional) Portal up to two weeks prior to the PEP meeting.

The KentPEP can only be accessed by the DMS/DT if

    c) the Delegation Portal has been registered by the DMS/DT (as a one-off)

    d) the DMS/DT has successfully logged into the Delegation Portal

For every KentPEP delegated by VSK via the Portal, the nominated email will receive a notification email with a link to the Portal. If that email has been deleted, use this link in MS Explorer:

https://kccprofessionalportal.kent.gov.uk/

The Delegation (Professional) Portal

To access the Delegation (Professional) Portal the DMS/DT needs to log in: (click here for more detailed instructions)

Receiving the KentPEP (Meeting) form

VSK ESO will have delegated the KentPEP to the DMS/DT using the Delegation (Professional) Portal. It will consist of the following form three sections or a combination of these:

Personal Education Plan KS5

and

Action Plans and Targets

and

YP's questions:
one of the following depending on what Current Education, Employment or Training Status is selected by VSK:
Custody or Secure Accommodation
Education
Employment or Apprenticeship
NEET
Training Provider

If **Status** is **Not known,** no YP's questions will be generated

In some circumstances e.g. where the young person does not attend school/college, VSK may complete the whole form with no involvement from the DMS/DT via the Delegation (Professional) Portal.

Log onto the Delegation (Professional) Portal for the first time
Register for new account

When the college/education establishment's nominated email linked to the DMS/DT was set up by Management Information and Intelligence for the portal, a one-off initial notification email is sent to the nominated email. This contains a link to the Portal. If that email has been deleted, use this link in MS Explorer:

https://kccprofessionalportal.kent.gov.uk/

For the first time only in order to use the Portal, the DMS/DT **must** complete the stage: **Register for new account.**

> **Note**: If the user is using a group generic email that being shared with other users in the college please be aware that they may have already registered the email. In that case, please log in as an **Existing User** (and use the password they created when registering). See: Logging onto the Delegation (Professional) Portal – existing user
>
> For forgotten details to use, please contact: VSKKentPEP@kent.gov.uk

1. Under **New Users** click **Register for new account**

2. Complete Step 1 ensuring the same Forename and Surname is used as set up by MII for the DMS/DT for the school/college

> **Note**: It is important to Register using the same **nominated Forename and Surname** provided by the college to VSK and set up by MII. For forgotten details, please contact: VSKKentPEP@kent.gov.uk

3. Click **Next**

4. Complete Step 2 ensuring the email is **exactly** the same nominated email as set up by MII for the school and create a password following the Password Policy as shown.

The DMS/DT and all other portal users within the school/college will need to remember these to subsequently sign into the Portal once this one-off Register process is complete.

> **Note**: It is important to Register using the **nominated email** provided by the school to VSK and set up by MII. For forgotten details, please contact: VSKKentPEP@kent.gov.uk

5. Click **Next**

6. Check the nominated email mailbox for a confirmation email:
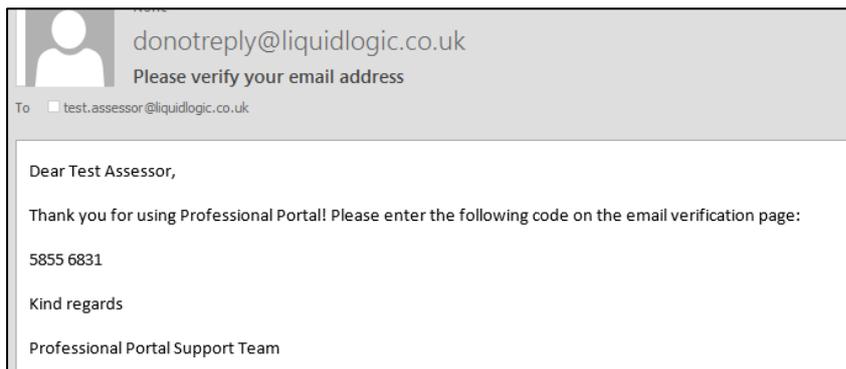
7. Copy the code from that email and paste in the whole 8-digit code as well as the dividing space into the Code box to complete Step 3. Click **Next**

If registration is successful continue with next section: **Logging onto the Delegation Portal**

If Registration to the Portal does not work the first time please try again before seeking assistance.

If the exact details have already been registered a message appears saying the account already exists. In that case log in as an existing user as follows:

Logging onto the Delegation (Professional) Portal – existing user

1. Using MS Explorer, click the following link:

https://kccprofessionalportal.kent.gov.uk/

2. Enter the nominated email and password the DMS/DT used to Register the Portal account. Do not enter any other email address. Click **Sign in**

If the user has added incorrect details or the email and/or password were not the same as registered, the following error will appear:

This error generally indicates that the information entered does not match the information that has been registered. Check that the correct information is being added and try again.

If the time keeps increasing but are sure the information has been entered correctly, please contact VSKKentPEP@kent.gov.uk.

For a forgotten password click **Forgotten Password** and follow the prompts

Note: If a user changes the password to access a mailbox used by multiple users at the school they **must** notify all the other users to ensure all can login to the Portal

If the user details are correctly added, a verification code will be sent very quickly via email to the nominated email address. The user must therefore have access to this email inbox otherwise the security code cannot be retrieved.

3. Copy the code from that email and paste in the whole 8-digit code as well as the dividing space into the Code box to complete Step 2

The code is a security measure and can only be used once and within 10 minutes. A new code is issued for each new Portal login attempt.

4. Click **Finish**

The following "Authentication Failed" error might appear but clicking the link will (should) take the user to the active Portal

If the code has expired click the link **Return to KCC Professional Portal** to restart the process:

Forgotten Password

For a genuinely forgotten password click the link **Forgotten** Password. Please be aware if you are using a Group/generic email somebody else may have already set this up and not told you.

The email address entered **must** be the one as originally set up by MII

If the user has added incorrect details or the email and/or password were not the same as registered, the following error will appear:

Existing users

Sorry, we don't recognise that email address and password. Could you please try again in 10 seconds.

or

Existing Users

You will be unable to login for 10 seconds. Please wait and login again later.

These errors generally indicate that the information entered does not match the information that has been registered. Check that the correct information is being added and try again.

If the time keeps increasing but you are sure the information has been entered as you understand it to be, do not keep trying again: please contact VSKKentPEP@kent.gov.uk.

If the user details are correctly added, a verification code will be sent very quickly via email to the Group/generic email address. You must therefore have ready access to this email inbox otherwise you cannot retrieve the code.

DMS/DT: other problems logging onto the Portal

If Liberi is not available, the portal will also not be available. The user will see either of the following errors:

The details of the delegated form are currently unavailable. Please try again later.

The page cannot be displayed

Explanation: There is a problem with the page you are trying to reach and it cannot be displayed.

Try the following:

- **Refresh page:** Search for the page again by clicking the Refresh button. The timeout may have occurred due to Internet congestion.
- **Check spelling:** Check that you typed the Web page address correctly. The address may have been mistyped.
- **Access from a link:** If there is a link to the page you are looking for, try accessing the page from that link.

Technical Information (for support personnel)

- Error Code: 408. The operation timed out. The remote server did not respond within the set time allowed. The server might be unavailable at this time. Try again later or contact the server administrator. (12002)

Please close the browser session/log out of the Portal and try again later.

Any communication regarding Liberi down-times should be sent out by Cantium Business Solutions.

Other problems with the Portal

If you are experiencing other problems with logging onto the Portal please contact *MII*:

VSKKentPEP@kent.gov.uk or phone: 03000 415353

Selecting a task in the Portal

Once logged in the Delegation (Professional) Portal is now active for the user, showing any tasks allocated to them and awaiting completion.

In the above example, clicking on the task for Jake Rogers opens the whole KentPEP as delegated by VSK ESO.

In the above example, VSK ESO has correctly delegated the three sections for this young person:

1. **Personal Education Plan - KS5 Meeting**
2. **Action Plans and Targets**
3. **Part 3 - Education**

(The **Supporting Documentation** tab is already active by default which the DMS/DT uses to attach any relevant supporting documentation to the PEP.)

If VSK Support Officer has not delegated **three sections** please immediately contact them. It means they have incorrectly delegated the PEP. VSK ESO will advise the DMS/DT to submit the PEP back to them and they will resend the correct version.

Portal Session timing out
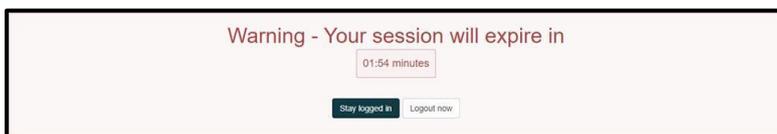
Please be aware the Portal session times out after approximately 20 minutes of inactivity but gives a 2-minute countdown warning message. Click **Stay logged in** if you wish to continue with the session otherwise any unsaved work will be lost.

Note: Please be aware that somebody else may have activated a portal session and left it idle. This means the current session could be timed out sooner than expected

Multiple users on the Portal

If the School/college is using a group email to access the Portal, another user's session timing out may cause another's session to time out at the same time.

Note: Remember to **Save** regularly

The following message appears when the session has timed out:

Professional Portal
No further action
No Forms
There are currently no forms left for you to complete. You will be emailed if further assistance is required. Thank you for your time.

Note: Please be aware that somebody else could have activated a portal session and left it idle. This would mean that the DMS/DT's current session could be timed out sooner than expected.

Who completes what? – Overview PEP form

The PEP form must be started from the beginning working down.

<u>Part 1</u> **–** already completed by VSK ESO

This information should be checked by the DMS/DT and amendments made where possible. Other un-editable information to be amended should be noted <u>in Part 2</u>: **Pupil Information amendments**.

Personal Information
Hazards
Current activity, including School Year Group, Current Education status, Education type and Name of Education Provider
Care Details
Additional Information

Note: It is important the PEP form is always started from the top down as certain elements of the form are activated depending on previous answers.
Action Plans and Targets and **Part 3 YP's questions** can only be worked on once all mandatory PEP questions from the first section are completed and saved

<u>Part 2</u> **– To be completed by School/College/Education/Training provider/Personal Advisor**

VSK ESO to be notified of any changes needing amendment in Part 1:

Part 2 (To be completed by the Education Setting)

If you believe any information contained in Part 1 to be incorrect, please enter details below:

Pupil information amendments

All other questions to be answered including:
PEP Meeting dates, including current and date of next PEP meeting
Reason for PEP meeting (this opens relevant questions further down the form)
Summary of PEP Meeting
Plans for September

Education/Training Details (if activated)
Engagement
Health & Emotional
Education and Health Care Plan (EHCP)
Qualifications
Previous Academic Attainments
Action Plan & Targets tab
Action Plans and Targets outside of PEP (not relevant for KS5: please ignore)
Previous Actions and Targets
Current Actions and Targets

Part 3: Young Person's questions

These will have been completed by the YP either prior to the PEP meeting or shortly after and either added to the KentPEP or copied and pasted in from an electronic questions template (template to be provided by MII).

Remember: If VSK is completing the whole KentPEP with no involvement by a school/college/alternative provider, this should not have been delegated to the DT/DMS. The whole process will be completed within Liberi.

Save; Save and Save again

Keep saving your work. The **Save** button is located at the foot of the page.

Note: Due to the location of the **Submit Contribution** button this could be clicked inadvertently. If so, the PEP is sent back to VSK ESO and will automatically mark as Complete. Please immediately contact VSK so they re-delegate it to you to finish

Completing the KentPEP: start from the beginning

Completing the KentPEP: editable/non-editable information

Information in blue boxes cannot be edited. This shows core data held on Liberi as maintained by the YP's Social Worker

If any information contained in these "blue" boxes is incorrect, the DMS/DT must notify VSK ESO: see Check Part 1 – Personal Information

Completing the KentPEP: complete in order

Information prepopulated in the Current activity section "white" boxes can be modified but note that if changing Education type to a non-education type e.g. "Employment" the YP's questions do not change and will no longer be appropriate

VSK ESO selects the Current Education, Employment of Training Status at the top of the form. This activates the relevant Qualification section further down the form.

If the Current Education, Employment of Training Status is incorrect and must be changed, any information entered for that value must first be removed

Check Part 1 – Personal Information

Any changes to be made in Part 1 – Personal Information to be recorded here:

Check Care Details

The ESO may not have added the name of the Main Carer/Placement Provider. The DMS/DT must add any missing information. This must a named person, i.e.not "KCC" or "Local Authority".

PEP Meeting information

DMS/DT to ensure the PEP meeting dates: **my PEP meeting** and **my next PEP meeting** are correctly recorded as these are used by the Trackers

PEP Meeting

The date of my PEP Meeting is *	05-10-2019 📅
Reason for this PEP Meeting *	Review PEP ▼
The date of my next PEP Meeting is	05-01-2020 📅
Time of next PEP Meeting	tba
Venue of next PEP Meeting	tba

Note: **"Reason for this PEP Meeting"** must be answered before progressing down the form as the value selected activates different questions further down the form

Summary of PEP Meeting

The summary of PEP meeting boxes expand to allow as much text to be entered as necessary.

These should contain all information discussed at the PEP Meeting and any relevant agreements and actions recorded.

Plans for September

Questions appear here depending on previous answers selected

Education/Training details

Questions appear here depending on previous answers selected

Engagement

Questions appear here depending on previous answers selected

Baseline questions

Throughout the PEP form are several "baseline" questions which must also be completed. The questions and answers shown below depend on the value chosen as the **"Reason for this PEP meeting"**

Engagement

The young person's current engagement with their education/training/work setting is	5 points = excellent engagement or 98 –100% attendance 4 points = good engagement or 95-97.99% attendance 3 points = engagement is satisfactory but could be improved - or 90-94.99% attendance 2 points = engagement needs to be improved or 70-89.99% attendance 1 point = engagement is of concern or 20-69.99% attendance 0 points = no engagement or 0-19.99% attendance

All sets of indicator questions that appear throughout the PEP form must be completed for **each** PEP from when the YP comes into care onwards. These can then be reported on longitudinally, also creating a pre/post impact report at county level for the whole cohort.

Health and Emotional

The SDQ (Strengths and Difficulties Questionnaire) is completed on Liberi by VSK and the score of the latest one pulls through automatically to the KentPEP. The DMS/DT to add **Comments**.

	Latest SDQ score
SDQ Score	16.0
Comments	

The following two sets of baseline questions must also be completed. The question and answers presented also depend on the value chosen as the **Reason for this PEP meeting**:

An indication of the yp's emotional and social well-being on entry into care is	
	5 points = thriving in their environment ; sustaining positive relationships; demonstrating very good resilience
	4 points = enjoying their environment ; forming positive relationships ; demonstrating good resilience
	3 points = sometimes showing good involvement in their environment ; able to form some positive relationships ; demonstrating some resilience
	2 points = sometimes involved in their environment ; learning to form positive relationships ; demonstrating little resilience
	1 point= not yet involved in their environment ; forming relationships is a significant challenge ; demonstrating very little resilience
	0 point = very significant concerns for the young person's emotional and social well-being

The yp's behaviour in their education/training setting on entry into care is	
	5 points = behaviour is positive and does not require specific support
	4 points= behaviour is mostly positive and the yp responds well to reminders
	3 points = behaviour is managed by the setting with support /intervention
	2 points = behaviour is a barrier to their success ; fixed term exclusion and/or RTT is being considered or used.
	1 point = behaviour is a significant barrier to their success ; the yp has had 5 or more days of exclusions and/or at least one RTT has been used this academic year
	0 point = not able to attend their current setting due to risks from behaviour and significant support is required.

Education and Health Care Plan (EHCP)

Education and Health Care Plan (EHCP)

I have an Education and Health Care Plan *	Yes
Is a copy of the EHCP attached?	
Is the most recent provision Plan attached?	
Date the EHCP was finalised	dd-mm-yyyy
What are the main educational needs identified in the EHCP?	☐ ASD - Autistic Spectrum Disorder ☐ HI - Hearing Impairment ☐ MLD - Moderate Learning Difficulty ☐ MSI - Multi-sensory Impairment ☐ PD - Physical Disability ☐ PMLD - Profound & Multiple Learning Difficulty ☐ SEMH - Social Emotional & Mental Health ☐ SLCN - Speech, Language and Communication Needs ☐ SLD - Severe Learning Disability ☐ SPLD - specific learning disability ☐ VI - Visual Impairment ☐ Unknown

Replying "Yes" reveals relevant questions to "Yes"

Note: If amending information for any question, especially changing Yes and No answers, ensure other related information in that section is also removed before changing. If not done, information will remain hidden in the background. This will affect the PEP trackers and reports

Qualifications

This records the YP's progress through the year starting with two baseline questions:

Qualifications

The young person's current attainment is	5 points = Significantly Above Expected Standard 4 points = Above Expected Standard 3 points = At Expected Standard 2 points = Below Expected Standard 1 point= Significantly below Expected Standard 0 point = Yp is not in Education and so Attainment is not able to be assessed at present
The young person's current academic progress is	5 points = Significantly Above Expected 4 points = Above Expected 3 points = At Expected 2 points = Below Expected 1 point= Significantly below Expected 0 point = no Progress or unable to be assessed as not in Education at present

Recording and updating Qualifications
Currently Studying

Depending on what was selected for **Current Education, Employment or Training Status** at the start of the form, this activates the relevant Qualification subjects:

VSK selects **Current Education, Employment of Training Status** at the top of the form. This activates the relevant Qualification section further down the form.

Information copied forward from the previous PEP no longer applicable must be amended

If this is not the first PEP, VSK will select to Copy Forward information from the previous PEP. This will save the DMS/DT much time when completing this section (including Actions & Targets) but the DMS/DT must check to ensure the information is current and amend as necessary.

Use the tick boxes to activate all Qualification Types

Click + to add more subjects and click – to remove

Note: **Predicated Grades/Targets** may have changed since the last PEP Meeting form was completed; if so, the DT/DMS will need to amend the values brought forward

KS5 Qualifications Already Achieved (if applicable)

Previous Academic Attainment (Assessment Results – End of Year 11)

The first time a KS5 KentPEP meeting form is completed for the YP, the End of Yr 11 information must be completed. If it is greyed out it and not editable this means there was not a previous KentPEP for them or perhaps indicating they were not looked after.

> **Note**: For subsequent PEPs the previous Qualifications should have been copied forward by the VSK and these will be re-presented for all following PEPs. The DT/DMS should amend this copied forward information as necessary.

For subsequent KentPEPs, this information will Copy Forward. This information should remain static.

Click **Save** then **Next**

DMS/DT Actions Plans and Targets tab: overview

Action Plans and Targets can only be worked on before tab 1 has been finished if the mandatory questions on have been completed and saved.

Action Plan and Targets outside of PEP
This section is not applicable to KS5

Previous PEP Actions and Targets: first KentPEP

Previous Actions and Targets (1-5) will be blank for the very first KentPEP.

Therefore, only **Current PEP Target**(s) are to be completed for the first PEP.

Previous PEP Actions and Targets: second PEP

In the second PEP, assuming Copy Forward was used by VSK ESO, **Previous PEP Actions and Targets 1-5** will still be blank and **Current PEP Target** (1-5) will have copied forward the Current PEP Target from the first PEP into the Current PEP Target 1-5.

*It is not technically possible for the **Current** PEP Target to automatically copy forward into **Previous PEP Target** section in the next KentPEP.*

As the Current Target copied forward into the new PEP is no longer the Current Target: i.e. it is the Target from the **previous** PEP, the DMS/DT must copy the "Current PEP Target 1" and paste it into the Previous PEP Target 1 and so on for Current Targets up to 5.

> **Note**: If the information from the stand-alone form **Action Plan and Targets outside of PEP** is no longer needed because it is old and no longer relevant, VSK ESO should **not** have selected that form to Copy Forward. If they did, it cannot be deleted by the DMS/DT and the PEP would need to be started again (click here for more information)

1. Copy and Paste **Current PEP Actions and Targets** section into **Previous PEP Actions and Targets**.

Up to five previous PEP Targets can be pasted from the Current Targets from the first PEP into the second PEP's Previous PEP Targets.

Previous PEP Actions and Targets 1-5: subsequent PEPs

The Copy Forward process will have copied forward the previous PEP's Previous Actions and Targets into the new Previous Actions and Targets.

These may need to be deleted by the DMS/DT if they are no longer on-going before pasting in the previous Current Actions and Targets.

> **Note**: For subsequent PEPs the previous Qualifications should have been copied forward by the VSK and these will be re-presented for all following PEPs. The DMS/DT should amend this copied forward information as necessary.

Up to five previous PEP Targets can be recorded here.

Current PEP Targets 1- 5 – first KentPEP

The Current PEP Targets section will be blank for the first ever KS5 KentPEP and must be completed (up to 5 Targets).

Does it need funding? – **must** be answered Yes **or** No. Do **not** leave blank.

Targets may not require funding, but if they do, please select the correct **Type of funding** i.e. either **High Needs** or **School Funding**.

Up to five current PEP Targets can be added.

Current PEP Targets 1-5 second and subsequent KentPEP

For all subsequent PEPs Current PEP Targets from the previous KentPEP will appear as copied forward by VSK ESO when they started the form.

The text in the Current PEP target section must be replaced with the actual current PEP target(s) 1-5:

Once the "old" current targets have been copied and pasted into the Previous PEP Targets section, the text in the Current PEP target section must be replaced with the new current PEP targets (1-5).

This is because the Current Target in the new PEP is no longer the Current Target: i.e. it is now the Previous Target see above: Previous Actions and Targets

Current PEP Targets must therefore all be manually copied and pasted into the **Previous PEP Actions and Targets**.

*It is not technically possible for the **Current** PEP Target to automatically copy forward into **Previous PEP Target** section*

Up to five current PEP Targets can be added.

> **Note**: Remember to work from the top downwards. If amending answers, ensure answers relating to that section are also removed otherwise incorrect information will remain hidden in the background. Affecting the PEP trackers and reports.

> **Note**: **Does it need funding?** Please only select 'No' if there is no funding source to be used for this target' in all other cases select 'Yes' and add funding type of either **High Needs** or **School Funding**

When **Action Plan and Targets** is complete, click **Save** then **Next** to activate Part 3: YP's questions section.

DMS/DT: Portal session timing out

The Portal will time out after approx. 15-20 minutes of inactivity across the whole session. A warning message will appear with a 2-minutes countdown to expiring.

If the College is using a group email to access the Portal, another user's session timing out may cause another's session to time out at the same time.

> **Note**: Remember to **Save** regularly

Part 3: Young Person's Questions

This example shows some of the questions available if Education had been selected in **Current Education, Employment or Training Status** in **Part 1** of the KentPEP. These questions will differ according to the selected **Status**
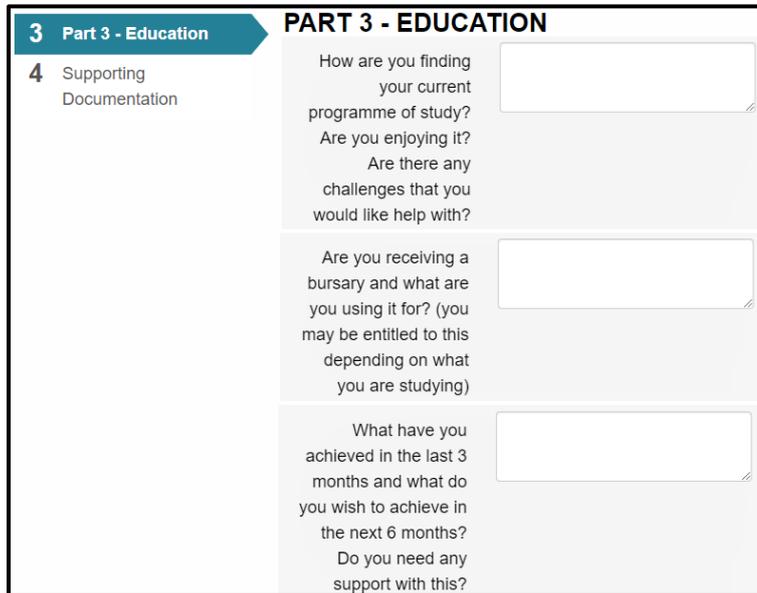
Supporting Documentation

Before sending the PEP back to VSK via the Portal, the DMS/DT must attach any relevant documentation using this tab, such as Termly report/annual report; Education assessment; Specialist teaching service report; Record of achievement.
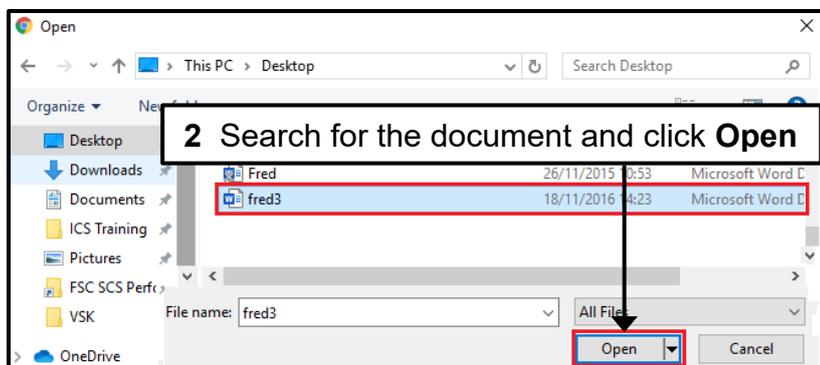
The document is now attached.
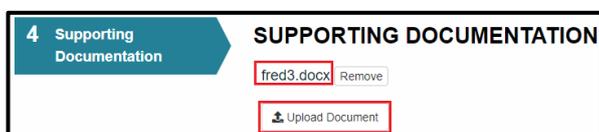
Repeat steps 1-2 until all required documents have been attached.

When the PEP form is submitted to the contributor (VSK) any attachment(s) appear against the **Attachments** tab in the PEP form.

Saving the KentPEP as a PDF on the YP's record

The original source information of each KentPEP will be retained on Liberi which the school/college/AP does not have access to. It is therefore recommended the school/college/AP keep their own copy as a PDF.

The DMS/DT should save a copy of the KentPEP as a PDF and attach it the YP's record **before** sending the KentPEP via the Delegation (Professional) Portal to VSK ESO.

When the form is saved by the DMS/DT, the originator (VSK ESO) can view the changes before they have been returned through the portal.

*A copy of the PEP will remain in the **Recently Submitted Tasks** tab in the Tasks tray for a few days only.*

Send/submit the PEP to VSK ESO using the Delegation Portal

The DMS/DT must remember to send the PEP back to VSK when they have completed and checked everything by the Due Date as follows:

1 Click here to save a copy of the KentPEP as a PDF before clicking **Submit Contribution**	**2** When ready to send the form to the originator, click **Submit Contribution**

Print | PDF | Close | Save | Submit Contribution
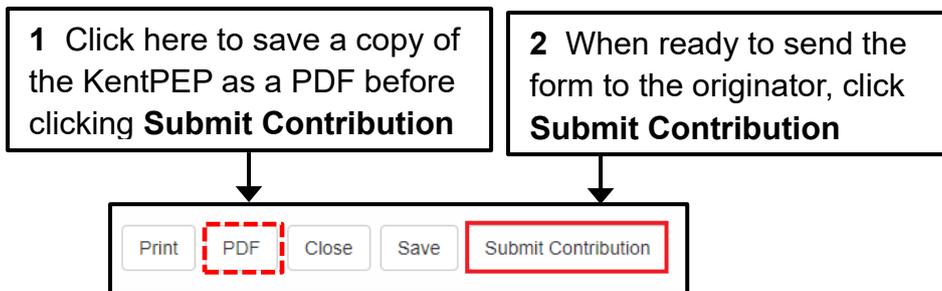
VSK ESO can then continue with the next stage of the process.

The PEP task for that YP will then disappear from the DMS/DT worktray.

Recently Submitted Tasks tab

A pdf copy of the PEP will also be saved for a short time only in **Recently Submitted Tasks** in the Portal Home Page:

The following forms have been delegated to you to complete.

Currently Assigned Tasks | Recently Retracted Tasks | Recently Submitted Tasks

Nothing has been submitted recently
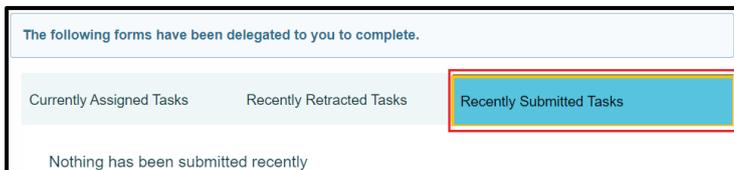
No tasks in the Portal

If the DMS/DT logs in and there are no tasks left assigned to the mailbox, or all tasks have been completed and submitted, they will be presented with this screen. They will also be automatically logged out of the Professional Portal.

Kent County Council — Tasks

Professional Portal
No further action
No Forms
There are currently no forms left for you to complete. You will be emailed if further assistance is required.
Thank you for your time.
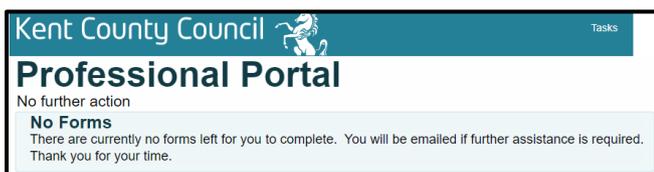
Log out of the Portal

The DMS/DT Portal session may automatically close due to inactivity:
Clicking on the DMS/DT name will log out and close the session.
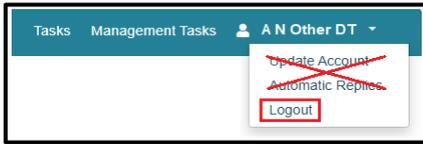
Quality Assurance: further actions required by the DMS/DT

After the DMS/DT has submitted the PEP back to the originator, VSK ESO will quality assure it.

If there are any issues with accuracy and completeness of the form, VSK ESO will re-designate it back to the DMS/DT to amend and a task will appear in the portal worktray.

Once any amendments have been made and after saving again as a PDF, click **Submit Contribution**. This ends the DMS/DT involvement with this specific PEP.

End of User Guide

Appendix 1
Timescales

Timescales – all in 2 week blocks. This is the maximum amount of time to be taken in completing a PEP. In most cases it will be much shorter. The following is to be used where VSK delegates to the DMS/DT:

- 2 weeks before PEP meeting: VSK ESO initiates PEP form and delegates to DMS/DT via portal

- PEP meeting date + 2 weeks: DMS/DT completes PEP form and returns to VSK via portal

- PEP meeting date + 4 weeks: VSK reviews PEP and possible re-delegation to DMS/DT

- PEP meeting + 6 weeks: if AH is to spot-check the PEP, AH to reassign to SW (ACW) and advise them PEP record is ready for final sign off via Case Note)

- PEP meeting + 8 weeks: YP's SW reviews and finalises KentPEP

Appendix 2

FAQs

Where can I get help?

In the first instance, please search this user guide using the index or using key words. Then please contact your VSK Support Officer for assistance.

Who should I contact to get a DMS/DT added/amended

VSKKentPEP@kent.gov.uk or phone: 03000 415353

Who should I contact to amend an incorrect email for the school/college?

VSKKentPEP@kent.gov.uk or phone: 03000 415353

I have not received the email with the security code

The DMS/DT must ensure they use the nominated email address as provided to Management Information & Intelligence VSK for them to initially set up their Portal access. They must use this same email address (and no other) to log in every time to access the portal together with the password the DMS/DT created when they Registered for New Account

If they are sure they logged into the correct email please contact VSKKentPEP@kent.gov.uk or phone: 03000 415353 and they will look into it for you.

Can someone else in the school other than the DMS/DT complete the PEP?

Yes, they can but they must use the nominated email address and password used to Register on the Portal. They must use this email to ensure that the two-factor authentication code can be accessed by that member of staff completing the PEP. However, this must have been agreed by the school/college. If the original contact arrangement needs to be changed please contact: VSKKentPEP@kent.gov.uk or phone: 03000 415353

Some of the PEP tabs are missing or are incorrect

Please do not start to complete the PEP or if you have already started to complete the PEP, please immediately contact your ESO. They will advise you to submit the PEP back to them and they will send you a new correct form.

What is the timescale to complete the KentPEP and return it to VSK?

Two weeks after the PEP meeting has been held. VSK has trackers to monitor when a PEP is about to be overdue and beyond. Your VSK Support Officer should be in contact with you to ensure you are not having difficulties meeting this deadline. See here for more information

I keep seeing the sibling's information in my YP's PEP

When the SO started the KentPEP they incorrectly copied forward information from the sibling's PEP.

Please immediately contact your ESO. They will advise you to submit the PEP back to them and will send you a new correct form.

Actions and Targets outside of PEP are no longer relevant

Send the PEP back to VSK by clicking **Submit Contribution**. This will mark the PEP as complete. Then contact : VSKKentPEP@kent.gov.uk or phone: 03000 415353 and someone will help you with how to proceed.

I cannot see a PEP task in the Portal tray

If your ESO can see (via the Delegate tab in Liberi) that the DMS/DT still has the task, this will need to be logged with the software provider and the PEP will need to eventually be retracted. Please contact VSKKentPEP@kent.gov.uk or phone: 03000 415353 and they will investigate

Can I have a blank template for the YP's questions?

When these are available your ESO will advise you

Can I have a blank printable version of the PEP form?

Because the KentPEP has been designed to expand depending on the combination of questions being answered it would be extremely difficult for us to produce a blank version of the PEP. Unless there are unforeseen connectivity issues with the internet at the school/college there should be no reason why a paper version is needed to fill in especially as the PEP form <u>must</u> subsequently be completed on Liberi.

End of document

Can I have a blank printable version of the PEP form?