EPEP Online
Post 16 PEP
Designated Tutor
and
Social Worker
User Guide

ePEP Helpdesk tel: 01384 813494
e-mail virtualschool@dudley.gov.uk
www.dudley.gov.uk/laces
Post 16 ePEP, Designated Tutor & Social Worker User Guide

Contents

Getting Started and Logging In 3
The Home Page 4
The Young Person’s Overview / Profile 5
The Formal PEP Page 6
Completing the PEP 7
  Section A, Social Worker 8
  Section B, The Young Person’s Views 10
  Section C, Designated Tutor 11
    Educational Progress 11
    SEND 12
    Health & Emotional Well Being 13
Section E: The PEP Meeting 14
  Education, Training & Employment Plan 16
  Targets & Actions 16
  Organising the Next Meeting 17
  Sign Off 18
Setting up a New PEP 19
Rescheduling a PEP 20
Attaching Documents 21
Viewing past PEPs and downloading the pdf 24
Support 25
Getting Started and Logging In
(NB valid until 31st December 2019 – a new system for logging in will roll out during November and December 2019 – separate instructions for this will be sent out)

1. Click on the link sent to you in your welcome email. (Please contact the Virtual School if you can't find your welcome email.)

2. You will be prompted to set your password which should be at least 8 characters long and include a combination of lower and upper case letters, numbers and special characters.

3. If you already have a password use the link sent to you or type https://epeponline.co.uk/dudley in the browser address bar.

4. After 5 attempts at entering an incorrect password the system will lock you out for 5 minutes before you can login again.

5. If you have forgotten your password or user id you can reset it yourself by selecting Setup / Forgotten Your Password? or Setup / Forgotten Your User ID?

A reset link will be emailed to you from the ePEP Online system (Check your junk/spam if it doesn’t arrive).

6. Once logged in the system will automatically log you out if it has been inactive for 60 minutes.

Please note: If you are entering data onto a page the system will think that it is inactive until you save the page or section or move to another page.

- ePEP is a secure online system and you will not need to install any software on your device.
- ePEP can be accessed from any computer, laptop, tablet (including iPad) or Smartphone which has internet access.
- ePEP is compatible with most browsers (e.g. Internet Explorer, Safari) but works best on Google Chrome.
- ePEP uses pop up notifications as the PEP is completed. Please ensure the pop up blocker on your device is turned off.
- All activity on the ePEP system is tracked and logged.
- When logged in to ePEP it is recommended that only one window/tab is open at a time. Having multiple windows-tabs open may cause ePEP to drop out without warning and you could lose any data that you have entered.
Your Home page displays all of your learners.

Each young person has 3 buttons that you will use to navigate their data and view their progress:

1. **Profile** next to the young person’s name takes you to the **Young Person’s Overview or Profile Page**
2. **View** next to the details of the young person’s PEP lets you view the **formal PEP Page**
3. **PEP** next to the details of the young person’s current PEP takes you to the **young person’s current PEP**

You can go straight to the PEP from other pages …

Select the **PEP** button wherever you see it or the goldfish symbol.
The Young Person’s Overview or Profile

People who have access to this young person’s record
If a new contact needs to be added please contact the Virtual School

Last and next PEP dates

Young person’s Core Details
See more information by selecting the View button

Current, Completed and PEPs Requiring Additional Information
Click on PEP to view or reschedule a PEP
Click on View to view the Formal PEP Page to access:
- The Young person’s Module
- The PEP Log
- PEP Notes
- Pdfs of the PEP

If no PEP is set up an Add button will appear next to Current Formal PEPs. See page 22 to see how to set up a new PEP Meeting.

A PEP ’Requiring Additional Information’ means that it has not been fully completed. The items that need updating are identified on the PEP Signoff page (see page 22)

Actions Table
- Attach and View documents & photos e.g. IEPs, Reports, Assessments, Certificates etc.
- Add and edit notes. (They can be viewed above)
- View Virtual School comments/updates (VS Interventions)
The Formal PEP page provides access to:

- View the PEP in pdf format for printing and indexing onto the Council system (ESCR). A pdf of the PEP is automatically generated and saved here when a PEP is signed off.
- The facility to generate a customised pdf version of the PEP i.e. selected sections
- A set of SEN questions can be accessed from here to facilitate obtaining the young person’s views (see page xx)
- The status of the invitations to the PEP Meeting.
- A log of changes to the PEP.
- Notes and documents relating to this PEP.
Completing the PEP

To access the PEP ‘form’ select the PEP button or the yellow goldfish on the Formal PEP page.

Open each section by clicking on the blue headings on the menu on the left.

- **Section A**
  - Social worker to check and update before the meeting.
  - Mark Completed in the signoff section.

- **Section B**
  - Young Person supported to express their views. These should be recorded and attached to their profile (see page xx).
  - Designated Tutor to mark Completed in the signoff section at or after the meeting (within 7 days).

- **Section C**
  - Designated Teacher to complete before the meeting.
  - Designated Tutor to mark Completed in the signoff section at or after the meeting (within 7 days).

- **Section D**
  - Carer’s Section to be completed by carers, who have access to the ePEP system, before the meeting.

- **Section E**
  - Complete the Meeting Section at the PEP meeting.
Section A, Social Workers

- Make sure you always select after you have made any changes.

- All radio buttons must have either Yes, No or Not Known selected or the page will not save.

Personal Information

Basic personal information will have been pulled through from the young person's core data on CCM. Please complete any gaps.

Care Information

Please check and update information relating to young person care arrangements, who has parental responsibility, emergency contacts etc. must be completed. Do not add the carer's postal, email address or telephone number.

Tick the box at the bottom of the care information page to confirm that you have checked and updated the information.

If you have already ticked the box and wish to add further updates, click the box to untick it to release the page for editing.

Once edited tick the box again to confirm that the page is complete.
Current Status of Education or Training

Enter information about the young person’s education, employment or training provision in this section.

Please contact the Virtual School if the young person has moved setting so that the ePEP system can be updated.

If the young person has left care the Virtual School can, with the young person’s permission, continue to support them until the end of year 13. Please indicate whether they have consented to this by selecting one of the radio buttons at the bottom of this page.

If the young person does not wish to continue to have PEPs please ensure their education provision and qualifications achieved are recorded fully and that the Pathway Plan complements this information.

The Pathway Plan and any other relevant documents can be attached to the young person’s PEP using these buttons.

Key Contacts

This displays those users who have access to the young person’s record and should include the Independent Reviewing Officer, the Designated Teacher, the Social Worker, Carer and Virtual School Advisor.

If you wish to add or remove any key contacts you must request this from the Virtual School. Please telephone 01384 813494 or email virtualschool@dudley.gov.uk
Section B, The Young Person’s View

- The Designated Tutor should support the young person, before the meeting, to express their views.

- Any method of capturing the young person’s view is acceptable and can be attached as a separate document using these buttons.

- The method of recording their views should be referred to on the meeting page where Comments on the Young Person’s View are requested.

- A set of SEN Makaton style questions can also be completed if appropriate:
  - These must be completed in the Formal PEP page.
  - Young people do not have to complete all of the questions in one sitting.
  - Remember to Save the document before closing it.

- It is not mandatory for young people to contribute their views or attend their PEP meetings, however they should be encouraged to contribute and be involved as fully as possible.
Section C
Completed by the Designated Tutor before the Meeting

- Make sure you always select after you have made any changes.
- All radio buttons must have either Yes, No or Not Known selected or the page may not save.

Educational Progress

Attendance
This section must be completed.
Please enter basic attendance information.

Resources
This section must be completed.

Course of Study
- Please enter all subjects being taken.
- If/when the young person has completed their course please enter the grade achieved.
- For English and Maths, if they reached the required standard before they started at this provision or are not taking these subjects for any other reason, please explain this by adding a short note in the predicted attainment at the end of the academic year section.

Previous School Settings
This section is for information only and is populated by the Virtual School. If you see any inaccuracies please contact the Virtual School directly.
SEND

The first 2 radio button questions must be answered.

Then complete the relevant sections as fully as possible

- Ensure that the young person’s category(ies) of need are entered using the drop down menu
- Include full details of support provided. Please note that, if an application for additional funding is submitted (via the Targets), you must provide details of how you have used your SEN Notional funding and any other funding received for the young person.
- Attach the most recent IEP/provision map/EHCP Review and any other relevant documents.
- If an application for Assessment for an EHCP Plan has been made please ensure the date when the application was made is entered and progress is recorded.
- Include any other relevant information in the last text box and ensure all relevant documents are attached.
Health and Emotional Well Being

Low level behaviour or emotional issues could be an indicator of unmet needs and can impact on the young person’s rate of progress. The information given on this section could help to prevent escalation of any issues and enable a focus on appropriate assessment and support.

Using the following criteria please identify, in your view, the level of young person’s health and emotional well being:

- **Green** — happy in school, confident socially and developing resilience
- **Amber** — issues affect learning and social interaction but copes well with support and is developing resilience
- **Red** — issues significantly affect learning and social interaction and concerns remain despite support

Add any relevant comments in the text box.

If you have concerns about a young person’s behaviour and/or emotional health it is recommended that an Educational Psychologist is consulted. (Further guidance on this is available in other Virtual School publications) or through discussion with the young person’s VS Advisor.
The PEP Meeting

The discussion about the young person’s education and what support they need to make progress should be recorded here.

1. Click on this button to confirm that the PEP Meeting has taken place.

To reschedule the PEP meeting click HERE (see page 22)

2. -Tick the boxes on the left to confirm attendance
   - Write in the names of all other attendees in the box below
   - Write the name of the person completing the form.

3. Ensure that the young person’s achievements and talents are recognised and recorded.

4. Record a summary of the discussion which took pace

5. The question relating to progress is mandatory

6. Indicate how the young person will be supported through any transitions
Mind of My Own is an App which enables young personren and young people to communicate with the social worker and other professionals. Social workers should have details of the app and how to request access for a young person. If no one at the meeting can confirm whether the young person is signed up please select the Not Known radio button.

It is important that you evidence that the young person has been given the opportunity to express their views.

Please ensure that your response to a young person’s views are recorded here. If a young person has requested any specific actions or changes please indicate how this will be implemented. If a young person has refused to contribute their views please indicate this here.

Carers who have access to ePEP are encouraged to complete section D before the PEP Meeting.

You should review these comments at the meeting

Use this section to record any response to the carer’s views and/or record comments by the carer when they have not completed section D.

You do not need to complete section D at the meeting.

Record the views of any other attendees at the meeting if not recorded elsewhere.
**Education, Training & Employment Plan**

This section should clearly Record future plans and should help to identify where the young person may need further support. This, in turn, will help to formulate targets and actions.

**Targets and Actions**

Please ensure that targets set are **SMART** (Specific, Measurable, Achievable, Realistic and Time Bound).

You will need to review these targets at the next PEP Meeting. A format for this will be provided.
Organising the Next PEP Meeting (The PEP Meeting Page)

**LOCATION OF THE NEXT MEETING**

<table>
<thead>
<tr>
<th>Location</th>
</tr>
</thead>
<tbody>
<tr>
<td>Test school</td>
</tr>
</tbody>
</table>

**DATE FOR THE NEXT MEETING**

<table>
<thead>
<tr>
<th>Date</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/09/2017</td>
<td>11:00:00</td>
</tr>
</tbody>
</table>

**REASON FOR THE NEXT MEETING**

What are the reasons for this meeting?
- [ ] New Admission to Care
- [ ] Change of Care Placement
- [ ] Review Process
- [ ] Change of School Placement

Any other reasons: [ ]

**INVITATIONS TO NEXT PEP MEETING**

From the list below, check the boxes for the people to invite for this PEP Meeting.

<table>
<thead>
<tr>
<th>Invitation</th>
<th>U-Number</th>
<th>First name</th>
<th>Family name</th>
<th>Role/Relationship</th>
<th>Contact number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bord</td>
<td>3459</td>
<td>Shirley</td>
<td>Othi</td>
<td>Administrator</td>
<td></td>
</tr>
<tr>
<td>Send</td>
<td>3464</td>
<td>Test</td>
<td>Dt</td>
<td>Designated teacher</td>
<td></td>
</tr>
<tr>
<td>Send</td>
<td>3408</td>
<td>Test</td>
<td>Jo</td>
<td>Independent Reviewing Officer</td>
<td></td>
</tr>
<tr>
<td>Send</td>
<td>3012</td>
<td>Test</td>
<td>Viscor</td>
<td>Test role</td>
<td></td>
</tr>
<tr>
<td>Send</td>
<td>3324</td>
<td>Test</td>
<td>ConnectionsPA</td>
<td>Connections Officer</td>
<td></td>
</tr>
<tr>
<td>Bord</td>
<td>3503</td>
<td>Test</td>
<td>Socialworker</td>
<td>Social Worker</td>
<td></td>
</tr>
<tr>
<td>Send</td>
<td>3711</td>
<td>Test</td>
<td>Education-Coordinator</td>
<td>Agency Support Staff</td>
<td></td>
</tr>
<tr>
<td>Send</td>
<td>3934</td>
<td>Test</td>
<td>Care</td>
<td>Care</td>
<td></td>
</tr>
</tbody>
</table>

* When you select a user the system will automatically send them an email invitation.

If the person invited have any queries about this meeting, who should they contact?

Name: [ ]

Number: [ ]

**PENDING MEETING REQUEST**

<table>
<thead>
<tr>
<th>Name</th>
<th>Status</th>
<th>Comment</th>
</tr>
</thead>
</table>

You must set a date for the next PEP meeting at the current meeting.

If a date cannot be set please set a provisional date.

A PEP cannot be signed off finally until a next meeting date is set.

Invitations will be automatically sent to the young person’s mandatory contacts (DT, Social Worker and VS Advisor).

However it is recommended that you select the SEND button for any users, who are on the system, that need to receive an invitation.

Please note that only some carers have access to the system, so may need to be notified separately.
Sign Off

**Designated Tutors** are advised to quality check the PEP before their section is marked complete.

The Social Worker, Designated Teacher and Young Person must mark that they have completed their section by clicking Mark Completed.

Ideally this is done at the meeting but each section must be marked completed within 7 days of the meeting.

Once all 3 sections are marked complete the VS will review the PEP before Final Signoff.

Designated Tutors and Social Workers will be notified:

- If the Virtual School has concerns about any aspect of the PEP and/or requires additional information. Please respond within 7 days of the request.
- When a PEP has been reviewed and finally signed off.

**When a PEP has been signed off:**

- The PEP will be displayed under Completed PEPs on the young person’s Profile page.
- The next PEP will be generated and display on the left under Current Formal PEP.
- Some, but not all, of the data in the completed PEP will pull through to the new PEP.
- A pdf of the PEP is also generated which can be accessed from the Formal PEP page (see page 6).
Setting Up a New PEP

On the Young person’s Overview page click on Add next to the Current Formal PEPs

This section should automatically complete.

1. Check that the **Question Group** is appropriate for the age of the young person (NB Use Key Stage 1 for Early Years)

2. Select the Date and Time using the drop down calendar and time slider
   Enter the location of and select or write the reasons for the meeting

3. Check the boxes for every user who is required to attend and enter a contact name in case anyone has enquiries about the meeting.
   - Please note that not all carers are registered to use the system and may need to be invited separately.
   - If it is appropriate for another member of school staff or professional to have access to this young person’s record please contact the Virtual School

4. Click on Create PEP. All ePEP users identified will be sent an invitation to the meeting
Rescheduling a PEP

Rescheduling a PEP Meeting is done on the PEP Meeting section.

Select **The PEP Meeting** from the PEP menu.

Select click **HERE** to reschedule the current PEP.

Select the Date and Time using the drop down calendar and time slider.

Enter the location of and reasons for the meeting.

Click on the Send buttons to send invitations to users who are invited.

NB Foster carers are not on the system so must be notified separately.

Click **Save**

- The new PEP date will show on the young person’s Profile and PEP Meeting page
- New invitations will be sent to those selected.
Attaching Documents to the Young person’s Profile (Overview) and PEP

The easiest way to view and attach documents to the young person’s PEP record is directly from the SEND and Emotional Health and Well Being pages of the young person’s PEP wherever you see these buttons

You can also attach documents to both the Young Person’s Overview and to a specific PEP.

Attach documents to the Young person’s Overview when they are applicable for an extended period of time e.g. EHCP, EP Assessment

Attach documents to the young person’s PEP when they are specific to the timescale of that PEP e.g. IEP, School Report.

1. To attach a document to the Young Person’s Overview (Profile):
   a) Navigate to the young person’s Profile (Overview) by selecting the Profile button next to the young person’s name on your Home page
   b) Scroll down to the Actions box (towards the bottom of the page).
   c) Click on Documents (The number in brackets indicates how many documents have already been attached)
d) Click on **Create a new document**

e) Enter a title and description

f) Click on **Choose File** to browse for the document.

g) Once you’ve found the document double click on it or click on it once and select **Open**

h) Click on **Create**

i) Click on **Back** and the document should be listed under the Documents Heading

j) Click on **Back** again to return to the young person’s Overview
2. To attach a document to the Young Person’s PEP:
   
a) Navigate to the young person’s Formal PEP page by selecting the View button next to the PEP button.

   b) Scroll down and click on View All next to the Attachments heading.

   c) Follow steps (d) to (h) above.

   d) Click on Back and you will see the document listed under the Attachments heading.
Viewing Past PEPs and Downloading the pdf

Both current and past (signed off) PEPs are displayed part way down on the young person’s Profile

The Current or Next PEP

- This is displayed on the left hand side under the Heading **Current Formal PEPS**:
- The date of the meeting is displayed under the heading **Current Meeting Date**.
- After you have completed a PEP it will stay in the Current Formal PEPs section until the Virtual School has signed it off.

Completed and Signed off PEPS

- Past PEPs are displayed on the right hand side under the **Completed PEPs** heading.
- When the Virtual School signs off a PEP it moves from the left (Current Formal PEPs) to the right (Completed PEPs) and a new PEP is generated on the left.
- The date when the signed off PEP took place is displayed under the heading **Last Meeting Date**.
- The signed off PEP will have a coloured rag rating next to it.
- You can’t change anything on a completed PEP.

You can view both past and completed peps by selecting the **PEP** button next to it.

To View or Generate a pdf of a PEP:

- When a PEP is finally signed off a pdf of the completed PEP will be automatically generated.
- This can be viewed by selecting the **View** button next to the relevant PEP to open the PEP Details page.
- From the PEP Details page you can download a pdf of the whole PEP (under attachments at the bottom right of the page) or generate a custom pdf (ie selected sections) from the top of the page. (see page 6 of this guide)
Support

If you have any queries or need assistance using ePEP, please use the contact details below:

For technical problems (eg problems logging in, parts of the form not working)

Contact eGOV Digital directly on 0333 772 0944 or 0151 236 6221

For advice about a specific young person on completing the ePEP forms, setting targets and any other issues

Contact the Virtual School Advisor for that young person (their name will be on the contacts list for that young person on ePEP).

The contact details for each advisor can be viewed by selecting the View button next to the young person’s name on their Profile (overview page). This will open the young person’s core data where the Advisor is identified under the heading Associate Virtual School.

To request access to individual young personren or to add or remove users from the system and general enquiries about ePEP

Contact the ePEP Help Desk on 01384 813494 or email virtualschool@dudley.gov.uk.

General enquiries not related to ePEP:

01384 813493

Guidance documents can be accessed on the ePEP Noticeboard and on the VS web site at www.dudley.gov.uk/laces