



ProvisionMap

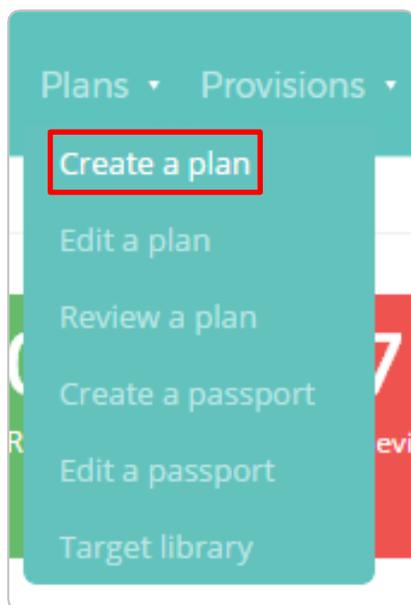
Part of **tes**

Quick start guide

Getting started with Plans

Plan management in Provision Map

Provision Map allows you to create and manage Individual Education Plans (IEPs) that are unique to a specific pupil's needs. This Quick Start guide will demonstrate how to set up a plan for a pupil and review them.



Plan menu tab

Depending on the permissions enabled for your account, you will see a list of options similar to those shown on the left.

To create a new plan click [create a plan](#). You will then be presented with the screen [below](#) and a searchable list of pupils.

Creating a plan

Select your chosen pupil by enabling the checkbox next to their name and clicking [create a new plan](#).

If a pupil already has an existing plan, you will be given the options to [create a new plan](#) or [edit their existing one](#). The existing plan will be [archived](#) when creating a new plan.

Create new plan

Find Pupils

Search by name:	<input type="text"/>	<input type="radio"/>	Robert Adrianson	9	9B
Search by year group:	<input type="text"/>	<input type="radio"/>	Brian Affelay	9	9C
	Show all	<input type="radio"/>	Alexis Affleck	9	9D
Search by tutor group:	<input type="text"/>	<input checked="" type="radio"/>	Joe Agathocleous	10	10E
	Show all	<input type="radio"/>	Carina Ahmad	10	10B
Search by in care:	<input type="text"/>	<input type="radio"/>	Ackmar Ahmed	11	11E
	Show all	<input type="radio"/>	Zoe Ainsworth	13	N

Joe Agathocleous

There is no plan currently assigned to this pupil.

[Create a plan now](#)

Learning Plan for Grenetta Abbey [change template](#)

Stage: **K** [Change](#)

Date of birth:

27/5/2016



Gender:

Female



Pupil ID:

B823432110001

Tutor group:

11F



Year group:

11

Teacher:

*Mr Example Teacher



Start date:

14/2/2017



Review date: Required

15/5/2017



This is a confidential document.

You will then be directed to the [edit plan](#) screen. The first section of a plan houses the pupil's [core data](#) such as date of birth, Pupil ID and SEN Stage. It is also where the [teacher](#) associated with the plan is assigned, along with the plan's [start](#) and [review dates](#).

Assess

Areas of concern:

Bill struggles with Cognition and Learning Needs. His latest CAT assessment is significantly below the score expected for a pupil his age.

Areas of strength:

Bill is a keen sportsman, in particular football and also has a good group of friends. He enjoys interactive learning and playing games on his Ipad.

Reading age

C

[Remove](#)

Spelling age

12

[Remove](#)

English ATL

C

[Remove](#)

Art Effort

B

[Remove](#)

Add field

Select field.

[add field](#)

The Assess section allows you to enter [Areas of concern](#) and [strength](#). You can also add [plan field data](#) such as Reading age or CAT Score to the Learning Plan. To add a custom field, go to the [Add Field](#) drop down menu and choose [Custom](#).

Plan					
Area of Concern	Target	Desired outcome	Strategies & Provisions		
edit Decoding	To develop instant recognition of high frequency words. edit	Achieved in 1 weeks. edit	Flashcards, bingo, games, classroom posters, labels, sticky notes. edit	Mrs Carole Jacobson remove Mr Christopher Jones remove Select add	
edit Listening	Show that you are listening by giving the speaker your attention. edit	Observed on 1 occasions. edit	Seating plan, ensuring pupil has good view of speaker. edit	Mr Clark Kent remove Mrs Carole Jacobson remove Select add	
edit Dyslexia	Learn to spell high frequency words. edit	Correct spelling of high frequency words. edit	Flashcards, bingo, software. edit	Mr George James remove Ms Anne Little remove Select add	

[add target from the library](#)
[add blank target](#)
[reorder](#)

In the next section you can add [targets](#), success criteria, strategies & provisions and involved staff. [Blank targets](#) can be added or you can use targets that exist in the [target library](#), where each item can be edited.

Summary (displayed above targets): Bill struggles with dyslexia and often needs support with his spelling and numeracy.	Parental contribution: I am happy with the targets that have been set for Bill. We will both monitor his homework tasks and make sure they are completed on time.
Pupil contribution: I am enjoying the provisions I am working on and I feel I am improving	
SENCO input Review due soon - 30/03/2017	LSA comments Responding well to targets - better spelling and is becoming familiar with vowels. He still struggles pronouncing some words and is not confident reading to other children.
add additional field	

Below this section, you are able to summarise your targets and document parental and pupil contribution. You can add additional text area information by clicking the [add additional field](#) button.

Files			
	Name	Time uploaded	Type
	28214.jpg	20/2/2017 10:42	Plan document
Upload a file Upload a confidential file			

The [Files](#) section is for attaching any relevant documents to the Learning Plan, such as reports from external consultants. You can also upload files [confidentially](#), for restricting sensitive information to specific teachers. For more information on confidentiality please see our [Quick Start Guide on confidentiality](#).

Plans for Grenetta Abbey				
	Areas of concern	Start date	Review date	Current plan
	Dyslexia Support	17/2/2017	18/5/2017	No
	Grammar Support	17/2/2017	18/5/2017	Yes

This [Plans](#) section shows a [historical list](#) of other plans that this pupil has had in the past. Each entry in the list displays the start date and the review date for each plan. The pupil's [active plan](#) is indicated with a [Yes](#) in the [Current plan](#) column.

Pupil passports	
Date	Current passport
 14/2/2017	Yes

The [Passport](#) section of a plan will display any [passports](#) that have been created about the pupil. The passport that is currently active will be marked with a [Yes](#) indicator in the [Current passport](#) column.

Provisions

Name	Area of concern	Wave	Start date	End date
 Dyslexia Support	Cognition and Learning Needs	1	14/11/2016	24/2/2017
 Interaction Improvement	Communication and Interaction Needs	2	16/11/2016	16/12/2016

If you school's Provision Map account has [provisions](#) enabled, you will be able to see which provisions the pupil has been assigned to in the [Provisions](#) section of the plan. The list contains each provisions' area of concern and wave, along with its start and end dates.

Parental involvement

- Allow parental communications
- Share active plan (read only) with parents

To invite parent to collaborate, please provide them with the following details.

URL: <https://edukeyapp.com/parent>

Access code: 7CDDU5ESE

[Download printable invitation](#)

The final section of a plan is [Parental involvement](#), where you can allow parents to [view](#) their child's plan and [share comments](#) about their progress. To enable either of these actions, you will need to provide the parent with the [parent URL](#) and the unique [Access code](#) for their child.

Provision Map users and parents can contribute with their own comments by using the [text box](#) at the bottom of Parental comments section.

Comments will appear on the homepage under the [Recent Parental Comments](#) section.

Messages

- Mr Example Teacher**
(teacher)
21/2/2017 10:17
This is a comment
- Test**
(parent)
9/1/2017 15:54
This is a second comment

Leave a comment:

All comments will be shared with all involved parties

[Add comment](#)

Plan options

In the top right hand corner of the plan screen, you will see the selection of buttons shown below. These additional settings will allow you to perform certain actions with your plan.



Publish

When you have finished entering pupils details for a newly created plan, click [publish](#) to save the plan. The saved plan will then appear in your list of [active plans](#). When you make changes to your plan once it has been published, this button will display [save](#) instead.

Print

Clicking the [print](#) button allows you to print your plan into a more readable pdf format. This pdf includes [core](#) pupil information, the [plan outline](#), the plan [targets](#), any [assigned provisions](#) and [meeting logs](#) regarding the pupil.

Learning Plan for Andrew Abbot - Demo School 1 - 1



Learning Plan for Andrew Abbot — 1

Stage:
Date of birth: 13/12/2000 Gender: Male Pupil ID: E823432111004 Year group: 10 Tutor group: 10E
Start date: 12/6/2017 Review date: 10/9/2017 Teacher: Mr James Payne

Areas of concern:
First language: ENG FSM: no In care: no Ethnic background: WSCO PP: no Attendance: 100.0%
Art Effort: B
good work



Area of concern	Target	Desired outcome	Strategies & Provisions	Key staff
Dyslexia	Always plan what you are going to write.	Written task started quickly.	Mind mapping, spidergrams, use of colour.	
Behaviour	Line up outside classroom quietly.	Observed on out of occasions.	Understand why this rule allows for safer movement in corridors and controlled entry/start to lesson.	

Provisions

Name	Concern	Level of Need	Description	Start date	End date
Behaviour Support Team Intervention	Social, Emotional and Mental Health Difficulties	3	Meet student before school, breaktime, lunchtime and afterschool. During this time: Re-read targets and check how things are going. Agree on positive rewards for achieving targets. Liaise with family around any issues/sanctions.	5/4/2017	5/7/2017
Speech Language Therapy	Cognition and Learning Needs	2	TEST 123	1/5/2017	26/6/2017

1/4

Review

You can review your plans to evaluate how effectively the pupil is [progressing](#). You'll be able to specify who reviewed the plan and when, as well as create multiple reviews for the same plan.

Learning Plan Review: Graham Abbess

Review date: Reviewed by:

Area of concern	Target	Desired outcome	Strategies & Provisions	Outcome	Notes
VI (Visual Impairment)	Wear spectacles as prescribed.	Observed by Learning Support Assistant/teachers.	Learning Support Assistant to remind pupil to wear spectacles when necessary.	+1 — Mc	Must remember to wear them daily
Set outcome for all targets to:				<input type="text"/>	

Review summary:

Parental comments:

Pupil comments:

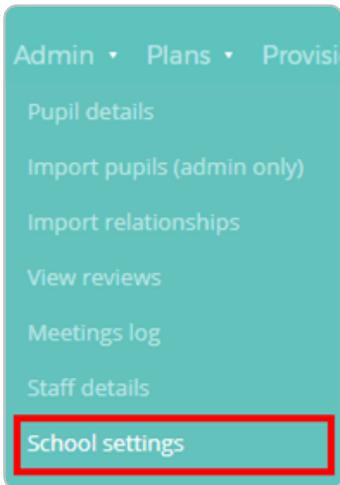
To review a plan select an [outcome](#) that best describes the end result (-2 being significantly less than expected, +2 being significantly more than expected). You can then add [notes](#) regarding the outcome, provide a [summary](#) of the review and enter parental and pupil [comments](#) if applicable.

Archive

To remove a plan as the active plan but still keep a historical record of it, you can archive it. You can find archived plans in the plan section of a pupil's [active plan](#) or [profile](#). Clicking on the [archive](#) button will allow you to replace the plan with a [blank](#) one, [clone](#) the plan, or [permanently delete](#) the plan.

Next Plan / Previous Plan

Clicking on the next and previous arrows will cycle through displaying available plans.



Custom learning plan templates

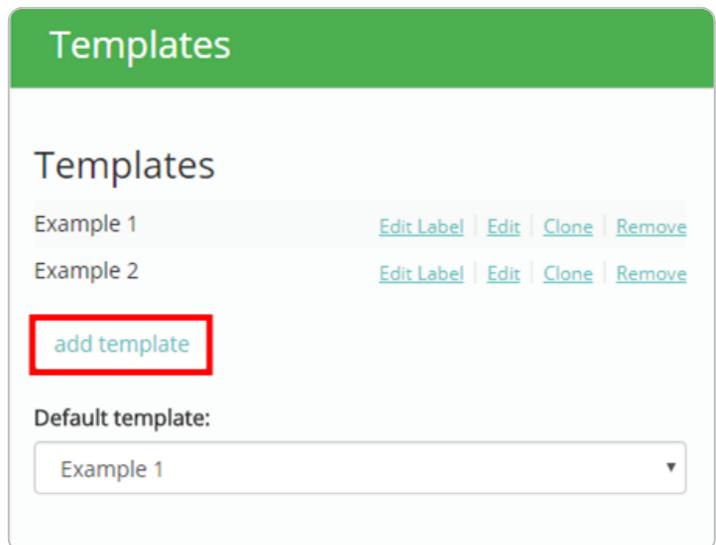
In addition to the standard plan structure, you are also able to create your own custom learning plan templates. Templates allow you to control what information is displayed within a plan and also can include [custom sections](#) which contain user created fields and text areas .

To access custom templates, mouse over the [Admin](#) tab, select [Schools Settings](#) from the drop down menu and scroll down to the [Templates](#) section.

Creating a template

To create a new template, click on the [add template](#) button. Enter a template label into the popup text field and click on the [OK](#) button.

Once templates have been created, you can select a template from the [Default template](#) drop down menu to apply it to all new plans.



Each template has several options available:

Edit label: This option allows you to change the [name](#) of the template

Edit: This option allows you to change the [contents](#) of the template

Clone: This option creates a [copy](#) of the template, so that it can be modified without affecting the original template.

Remove: This option [deletes](#) the template. Any existing plans that use the template will [permanently lose information](#) that was added to [custom sections](#). Information held in core sections (e.g Stage, Assess, Files) will remain however.

Templates

Templates

Example 1	Edit Label	Edit	Clone	Remove
Example 2	Edit Label	Edit	Clone	Remove

Editing a template

To start customising the content of your templates, click on the [Edit](#) option next to the template of your choice.

You will be presented with a mock plan filled with dummy data. The blue banner at the top indicates which template you are making changes to.

You are currently editing the **Example 2** template. [Go back to school settings.](#)

Changing section labels in the template

Each section that makes up the template can be [retitled](#) to the label of your choice. Sections can also include an optional [description](#), which can be used to explain the purpose of the section to the user.

Default fields that appear within core sections (e.g. [Areas of concern](#)) can also be renamed.

Renamed section

This text describes the section's purpose

Areas of strength	Areas of concern
Strengths text	Concerns text

Adding a custom section to a template



create new section

To add a new section to the template, scroll down and click on one of the [create new section](#) buttons that are located between core sections throughout the plan.

New section

Name

Custom Learning Plan Fields

Name	Type	Actions
<input checked="" type="checkbox"/> Reading age	Text	edit remove

Custom Learning Plan Text Areas

Name	Actions
<input type="checkbox"/> Additional information	edit remove

The [New section](#) popup menu will appear. Here, you can name the new section and choose which fields and text areas it should display.

If fields and text areas have been previously created via the [add field](#) and [add textarea](#) buttons, they will appear as selectable options here. If not, use these buttons to add additional information to the section.

Click on the [Confirm](#) button once you have finished to add the new section to the template.

The section can then be edited by clicking on the [pencil](#) icon.

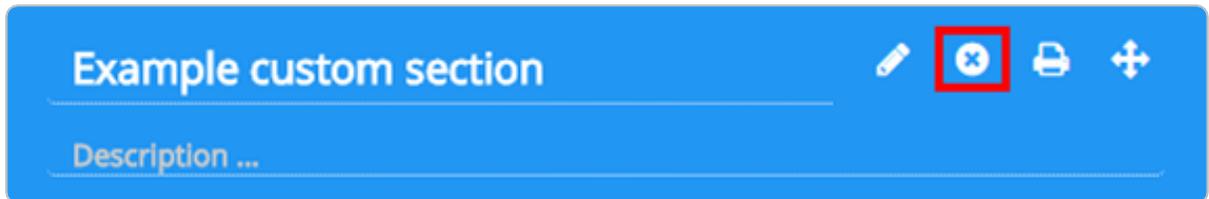
Example custom section

Description ...

Reading age

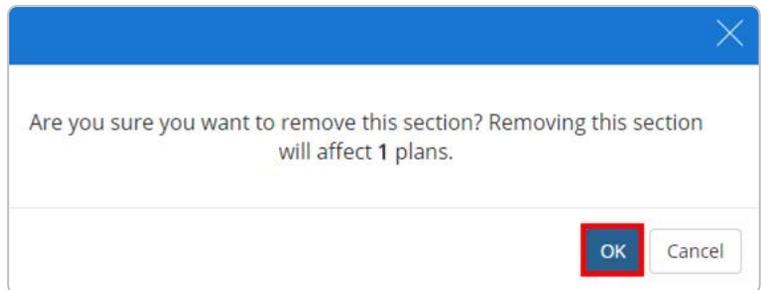
Removing a custom section

In addition to adding custom sections to a template, you can also choose to remove specific sections. To remove a custom section, click on the [cross](#) icon for the section you wish to delete.



A popup message will appear, warning you that [removing the section will permanently affect existing plans](#).

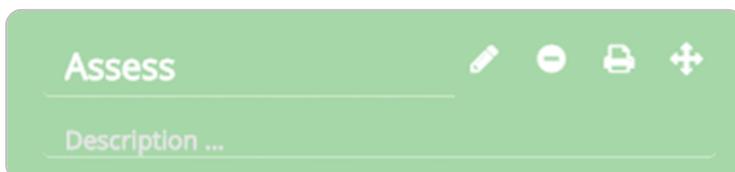
Click [OK](#) to remove the custom section.



Removing a core section

Whilst core sections cannot be deleted, they can be hidden so that they do not appear on plans that use the template.

To hide a core section, click on the [minus](#) icon. The core section will appear faded, to indicate that it is hidden on plans. To reinclude the section, click on the [minus](#) icon again.



Hiding a section from printouts

Even if you choose to include a section as part of your custom learning plan template, you may not necessarily want to display it on plan printouts. Custom templates allow you to select which sections to include on plan printouts.

To prevent a section of the template from appearing on printouts, click on the [printer](#) icon.

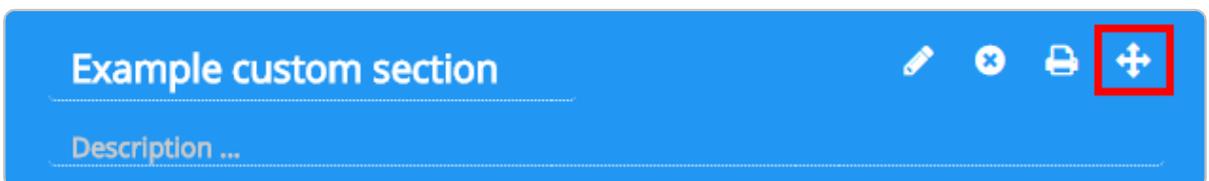


The [printer](#) icon will appear [faded](#), indicating that it [will not](#) show up on printouts. To include the section on printouts again, click on the [faded printer](#) icon to bring back the original icon.



Moving a custom section

To rearrange a section in the template, click and hold the [arrows](#) icon and drag the section to a different position in the template. After letting go of the mouse, you will find that the section order has been successfully changed.



Applying a custom template to a new plan

Once custom templates have been set up in your school's Provision Map account, they can be applied when creating new learning plans. To do this, click on [Create a plan](#) as normal.

After selecting a pupil, a list of [available templates](#) for the plan will appear below the list of pupils.

If the pupil already has an existing plan for a specific template, an [edit](#) button will appear alongside it. Clicking this button allows you to make changes to the existing plan. To create a new plan under this template, [archive the existing plan](#) first.

Otherwise, click on the [Create](#) button to create a new plan.

Graham Abbes

Creating a new plan will archive the existing plan, making the new one active.

Learning Plan [Edit](#)

Behaviour Support Plan [Create](#)

EHC Plan [Create](#)

Attendance Plan [Create](#)

Once you click on the create button for your chosen template, you will be presented with the [Edit plan](#) page with [the template already applied](#).

Behaviour Support Plan for Graham Abbes [change template](#)

Pupil Details

Core data section. Check if this is the correct student.

Stage	Date of birth	Gender
SEN Support	29/9/2002	Male

If a pupil has multiple active plans, each plan will be listed separately on the [Edit a plan](#) / [Review a plan](#) pages.

	<input type="checkbox"/>	Learning Plan	B823432110001	Grenetta	Abbey
	<input type="checkbox"/>	Learning Plan	B820432109001	Jimmy	Abbey
	<input type="checkbox"/>	Behaviour Support Plan	B820432109001	Jimmy	Abbey

Applying a custom template to an existing plan

In addition to applying templates to new learning plans, they can also be applied to your existing plans. To change a plan's applied template, click on the [change template](#) button when editing a plan.

Individual Education Plan for Ian Jackson

[change template](#)

Stage **Statemented** [Change](#)

Date of birth	Gender	Pupil ID
9/8/2006	Male	265346

The [Change template](#) popup will appear. Here, you will be presented with a list of available custom templates. The plan's current template will be highlighted in [blue](#) with the word [current](#) displayed next to it.

If a template has already been applied to one of the pupil's active plans, a [page](#) icon will appear next to it. Clicking on the icon will allow you to view the plan which uses the template.

To apply a different template to the plan, click on the [refresh](#) icon next to the template of your choice.

Change template

Templates

Name	Actions
Attendance Plan	↻
Behaviour Support Plan	📄 ↻
EHC Plan	↻
Learning Plan (current)	

Close

You will see a popup warning, stating that [any information entered into custom sections on the current plan will be lost](#). Additionally, selecting a template that has already been applied will [archive the existing plan using the template](#).

Click on the [OK](#) button to confirm the change and apply the custom template.

Further support

Please do not hesitate to get in touch if you need more support or training. support@edukey.co.uk

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