

## **Guidance on Study Skills Individual Learning Plans (ILP) and Mentoring Work Plans**

Action required by Study Skills Tutors and Mentors as part of their role:

- To complete a Work Plan or ILP in the time frame given for each student on their caseload
- To ensure paperwork is compliant for audit purposes
- To manage their own caseload
- To report non engaging students after 2 weeks of no contact
- To report any changes in student circumstances as soon as possible
- To report missed sessions where 24 hours' notice has not been given

Your Caseload Management Spreadsheet and ILP and Work Plan paperwork support you with your role and must be completed in line with the guidance provided. If you need support with this please ask your coordinator as soon as possible, this is a requirement of your role and technical reasons for not using the spreadsheet will not be accepted.

### **Why do we use ILP's and Work Plans?**

- They are working documents to support with the continual review and engagement of support;
- Focus sessions;
- They show the value of the sessions and what can be achieved;

Since 2016 our services have been regulated by the Department of Education (DfE) and at audit ILPS and Work Plans are reviewed. The ILPs and Work Plans must contain quartile reviews (be reviewed at least every 3 months.) All reviews must be signed and dated by the tutor/mentor and the student.

With the closure of our existing auditing body we may at any point be audited and asked for the information on these documents.

### **What must be on the Work Plans and ILPs for audit purposes?**

1. First session – agree targets, student signature and date – on the front sheet.
2. First row on the back of sheet – review targets on front sheet and set targets for next 3 months, student and tutor sign and date
3. Second row on the back of sheet -review and set further targets – student and tutor sign and date (within 3 months of last date)
4. Third row – on the back of review and set further targets – student and tutor sign and date (within 3 months of last date) If final session set proposed targets for next year
5. Fourth row – is if student requires sessions after last review and to ensure the last session is recorded for the review. Student and tutor sign and date (within 3 months of last date)

There should be no further support after the last review meeting, if support continues a 4<sup>th</sup> review will be required. If there are sessions dated on our invoices after a review date we receive a fail at audit.

### Example Review dates

If the student is to receive support from the start of the academic year the dates would be as follows:

Paperwork completed	Timeline	If support starts at the start of the Academic year
Front sheet targets	1 <sup>st</sup> session	October
1 <sup>st</sup> Review	3 months	December
2 <sup>nd</sup> Review	6 months	March
3 <sup>rd</sup> Review	9 months	June
Extended Review	12 months	August

Whatever point you start support it is advisable to note the month of review in the review date column, so you know to do this in the time required.

### Dates outside the norm

- If support is approved over the summer for deferrals/extensions, you may need to do an additional review;
- Nurses can start at different times; note the academic year on the paperwork e.g. Nov – Sept;
- Placements should be discussed during the initial session in relation to how support may fit.

Nursing, Midwifery and Social Work students can have support whilst on placement. Sandwich courses with an optional placement will not get DSA funding during the placement year. However, I would always suggest checking with your support coordinator.

### How we identify the Work Plans and ILP when submitted

- Name of student – to be the same as name on Wyvern booking
- Your forename and surname.
- For confidentiality you can use student initials, however prior to submission at the end of the year the full name of the student should be noted.

### Important Key points

- There should always be a review at the final session of the year. If the student cancels and is not seen for a final review this should be written by the tutor/mentor with a date and signature
- Auditors check our Work Plans and ILPs against our invoices and if a session has taken place after the final review this is classed as a fail;
- ILPs and Work Plans should be used for 1 academic year and a new one started for each academic year;
- Dates on the ILP or Work Plan should be within the academic year the document relates to.

## Current process

- ILPs and Work Plans are kept by tutors and mentors until the end of the academic year
- They will be reviewed with coordinators at 1-2-1's and PDRs and submitted in June all paperwork should be provided at these meetings for review.
- Tutors and mentors manage their caseload using a spreadsheet sent out to them from the office.
- The caseload spreadsheet is kept up to date and submitted in December, March and June. For those supporting over the Summer the spreadsheet will require a 4<sup>th</sup> submission at the end of August.
- Paperwork could be requested at any point due to an audit request.

## Submission of Paperwork during the Summer

When you submit your paper ILP's or Work Plans you will be given a receipt, this will be in the form of an email acknowledgement confirming who's ILP's and Work Plans we have received. We ask you submit these at the same time as you submit your spreadsheet in June and where applicable in August. You can submit your paperwork as follows:

- 1) Scan and submit via email to [admin@learningsupportcentre.com](mailto:admin@learningsupportcentre.com) however we ask that each document is named as follows: Student Month of submission, Initial and Surname Doc name and academic year **MarchDWelburnILP19.20 or MarchDWelburnWP19.20 and please ensure the whole document is within one scan and the right way up**
- 2) Posted - recorded delivery
- 3) Bring into the office

## GDPR

**Your individual spreadsheets will be password protected and be your tool to manage your caseload and should not be viewed with students. We ask that you continue to use individual paperwork with your students.**

The office team are here to support you with all aspects of your role so if you are unsure of anything please get in contact.