



Formulating ILPs:

Individual Learning Plans (also known as Outcome Focused Plans) form an essential element of a tutor's planning and target setting and are a mandatory element of a TCW tutor's responsibilities. Access to these plans can be requested by commissioning bodies and TCW's internal quality assurance team at any time.

These documents are an essential element of the graduated approach; Assess, Plan, Do, Review and provide an opportunity to set targets and evaluate progress and will support the review process built in to our software.

The content of ILPs is driven by a number of factors:

- Any specific outcomes identified by the commissioning body at point of referral.
- Objectives as set out in the EHCP or other multiagency plan – documentation provided by the commissioning body.
- Any specific educational strategies identified from specialist assessments, educational reports or personal education plans (LAC children).
- Any specific targets identified by the tutor themselves as a result of baseline assessments.

Targets need to be SMARTER* as practicable taking into consideration any time constraints with the alternative provision agreement. Tutors also need to be progressive with their targets and be seen to be working towards the outcomes identified by the commissioning body.

It is desirable for tutors to complete this document in collaboration with their students, this supports the student's ownership of their provision and provides them with an opportunity to be realistic about their abilities.

Evaluation of ILPs should take place every six weeks and ideally be prepared for the end of each half term. It may be necessary to evaluate ILPs outside of this cycle to present at PEP, LAC or EHCP reviews. Evaluation narratives should highlight any progress made and identify productive strategies. Objectives need to be flagged as complete or ongoing. If an objective remains ongoing tutors need to make comments regarding any recommended amendments or alternative strategies with new predicted completion dates.

*SMARTER - Specific. Measurable. Achievable. Realistic. Time Scaled. Evaluated and Readjusted.