



VALE of GLAMORGAN COUNCIL
Professional Portal

How to submit and complete
Information on a Child.

Individual Development Plan (IDP)

December 2022

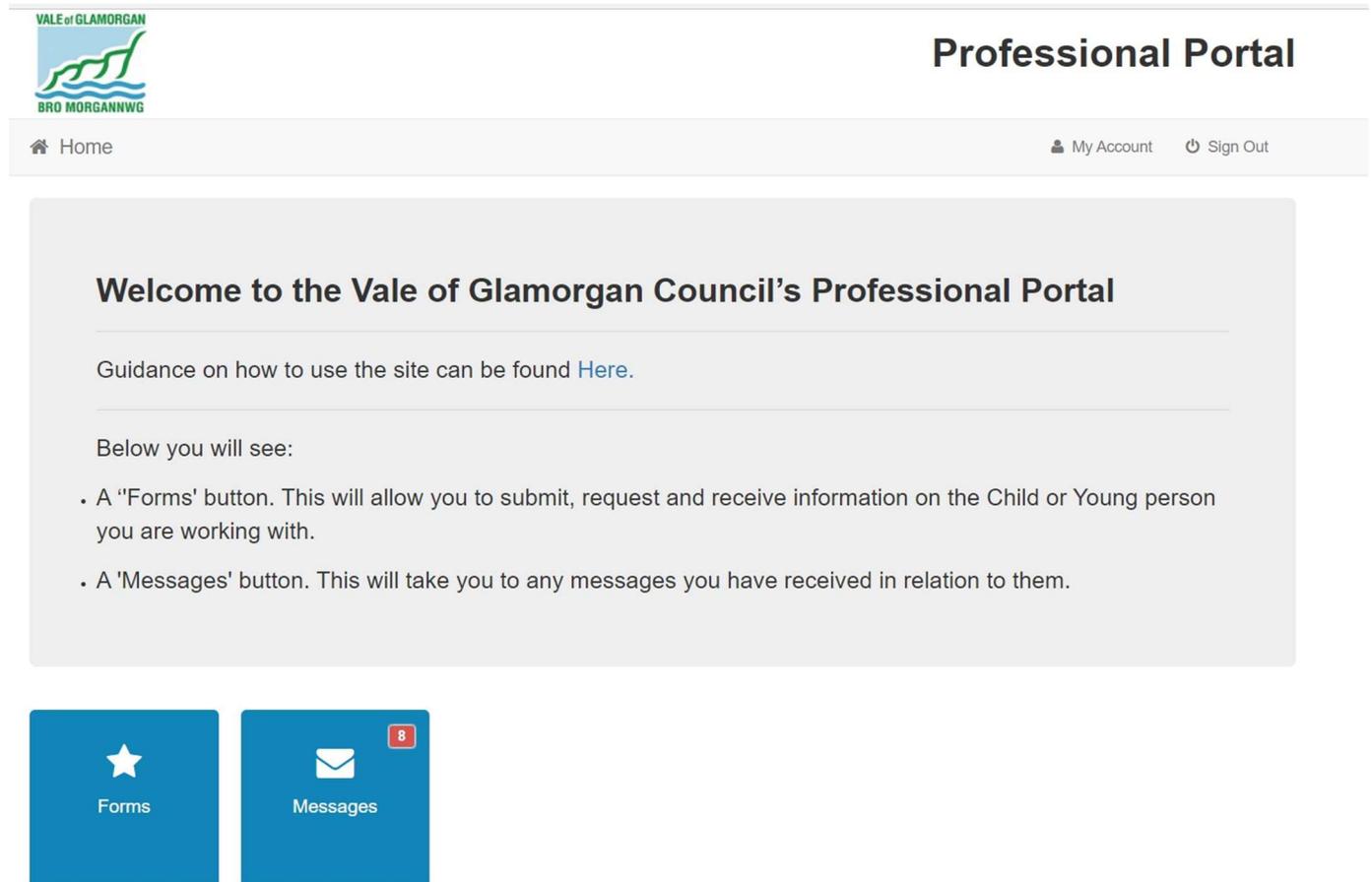


Directorate of Learning and Skills

Once you have registered and created an account on the professional portal, you will then be able to complete a School maintained Individual Development Plan (IDP) and complete a referral form for a request for a IDP to become LA maintained.

How to complete and access a School maintained IDP Form

You will need to access the form from your main homepage.



The screenshot shows the Professional Portal homepage. At the top left is the Vale of Glamorgan Council logo with the text 'VALE of GLAMORGAN' and 'BRO MORGANNWG'. To the right of the logo is the title 'Professional Portal'. Below the logo is a navigation bar with a 'Home' link and 'My Account' and 'Sign Out' options. The main content area features a welcome message: 'Welcome to the Vale of Glamorgan Council's Professional Portal'. Below this, there is a link to 'Guidance on how to use the site can be found Here.' and a list of items to see: 'A 'Forms' button. This will allow you to submit, request and receive information on the Child or Young person you are working with.' and 'A 'Messages' button. This will take you to any messages you have received in relation to them.' At the bottom of the main content area are two blue buttons: 'Forms' with a star icon and 'Messages' with an envelope icon and a red notification badge with the number '8'.

Click the 'Forms' tile on your homepage.

Select Person

This area allows you to submit, request and receive information on Children & Young People you are working with.

Your Children and Young People will appear here if you have previously added them to your account, or if the Local Authority has authorised you to do so.

If you have any questions regarding the above, please contact the One Helpdesk Tel: 01446 709109.

Person Filter

Active ▼

+ Add Person

Hide Person

Delete Person

Name ↕	Date of Birth ↕	Address ↕	School ↕	Select <input type="checkbox"/>
[REDACTED]	12/11/2006	Vale Of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU		<input type="checkbox"/>
[REDACTED]	01/08/2012	Vale Of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU		<input type="checkbox"/>
[REDACTED]	14/08/2012	[REDACTED]	Abercerdin Primary School	<input type="checkbox"/>

Back

Click '+ Add Person' to add the child you need to complete the School Maintained IDP for.

Add Person

Please enter child details before proceeding. Fields marked with * are mandatory.

Forename *

Middle Name

Surname *

Gender *

Date of Birth *

Current School

Ethnicity *

First Language *

Home Language

Postcode *

Find Address

Enter Address Manually

Cancel

Add Child / Young Person

Once you have completed all of the details for the child, click 'Add Child/Young Person'.

OR You can select a child from your existing list, if you have already submitted information for them on the professional portal.

To select a child from your existing list you click on the child's name.

Select Person

This area allows you to submit, request and receive information on Children & Young People you are working with.

Your Children and Young People will appear here if you have previously added them to your account, or if the Local Authority has authorised you to do so.

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Name ↕	Date of Birth ↕	Address ↕	School ↕	Select <input type="checkbox"/>
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[REDACTED]	01/08/2012	Vale Of Glamorgan Council, Civic Offices, Holton Road, Barry, CF63 4RU		<input type="checkbox"/>
[REDACTED]	14/08/2012	[REDACTED]	Abercerdin Primary School	<input type="checkbox"/>

Back

You can use the filter to filter the children you see in your list.

Select the child you want to complete/view information for or add a new child.

Edit Person

Please confirm the details below before proceeding. Fields marked with * are mandatory.

Forename *	<input type="text" value="[REDACTED]"/>
Middle Name	<input type="text"/>
Surname *	<input type="text" value="[REDACTED]"/>
Gender *	<input type="text" value="Female"/>
Date of Birth *	<input type="text" value="14/08/2012"/>
Current School	<input type="text" value="Abercerdin Primary School"/>
Ethnicity *	<input type="text" value="WBRI - White - British"/>
First Language *	<input type="text" value="English and/or Welsh/Cymraeg"/>
Home Language	<input type="text" value="Not disclosed"/>
House Number	<input type="text" value="[REDACTED]"/>
House Name	<input type="text"/>
Building Name	<input type="text"/>
Street Name	<input type="text" value="[REDACTED]"/>
District / Village	<input type="text"/>
Town	<input type="text" value="Barry"/>
County	<input type="text" value="Vale Of Glamorgan"/>
Postcode *	<input type="text" value="[REDACTED]"/>
Country	<input type="text" value="United Kingdom/Y Deyrnas Unedi"/>

Find Address

Cancel

Continue

Confirm the details of the child you are entering/viewing information for.

If you are adding a new person you will need to complete the details of the child.

Click 'Continue'

Request **Assessment** **Plan** **Reviews**

IMPORTANT NOTICE
 This section allows you to submit information and submit requests for the child / young person. For example the Individual Development Plan and the Personal Education Plan.

Information we collect at this stage

As part of the Request stage, we may need to collect some information from you or others. Below you will see forms relating to this stage, including forms we may need you to complete

Individual Development Plan (IDP). School Maintained.	Start
PEP Section 1A & 1B: Biographical Information & Responsibility	Start
PEP Section 1C: One Page Profile	Start
PEP Section 1D: Education Record	Start
Referral for CLA to LA for IDP Consideration	Start
Schools Referral to LA for IDP Consideration	Start

Once you have confirmed the child's information or added the child you can then see all of the Forms available for the child.

Click 'Start' on the form you want to submit, or you can 'continue' a form you have already started and 'view details' on any information already submitted.

To add a School Maintained Individual Development Plan for a Child select the form: Individual Development Plan (IDP). School Maintained.

You must complete an 'Individual Development Plan (IDP). School Maintained.' Before you complete a 'Schools Referral to LA for IDP Consideration.'

To request for a School maintained Individual Development Plan (IDP) to become maintained by the Local Authority please complete the Schools Referral to LA for IDP Consideration.

Unless a child is CLA then a 'Referral for CLA to LA for IDP Consideration' should be completed.

✔ Step 1
Work Details
▼ Step 2
One Page Profile
▶ Step 3
Summary

Section 1C: One Page Profile

This section of the PEP/ IDP is primarily aimed at setting out a summary of the child; the child's and child's parents' views, wishes and feelings in relation to their ALN, ALP and education training. They describe a child's character, their gifts and talents, what is important to them and the best way to support them.

One page profiles are developed and revised with active involvement of the child to ensure their voice is heard.

A good one page profile would include recording: - What others value, admire and appreciate about the child; - What is important to the child from their own point of view; - What is objectively important for the child.

There is no one way to develop and present a one page profile. However, for a profile to operate effectively it is important that everything included within it is accurate, clear and easy to read. It should focus on the positives and be short and specific yet include enough detail so that anyone can use the information straight away.

Consideration should be given to this being a very visible document, shared with adults and other pupils in school.

✳Please Attach the One Page Profile for the Child.

- Please ensure that your files have the correct extensions, these should be .doc, .docx, .pdf, .png, .jpeg, .jpg, .bmp
- The maximum file size allowed is 10MB
- By uploading this file, you are confirming that it is free from viruses or other malware and contains no inappropriate material. If the file contains images of people, please ensure you have their consent for the image to be shared
- You must upload each file by selecting the upload button for the file to be added to the form

Delete
Download

File Name: One MIS Helpdesk Process.docx

File Type: docx

File Size: 0.05251694 MB

Back
Save & Continue

Once you have confirmed your work details you can then complete the form. Your work details confirm your capacity in which you are completing the form.

Please read the guidance at the start of each form, as this will advise if you need to have any documentation ready to upload.

Each form is broken down into Steps, you can click 'Save and continue' once you have completed a step. This then saves that completed Step of the form.

The Step at the top of the page then turns green and has a tick. You can exit the form and return to your saved/green steps at any point.

You can access a form by clicking 'Continue' on the form you have been completing in the child's record.

✳ = Mandatory question, you must complete the question before you are able to save and continue.

Summary

The information you have entered as part of this form is displayed below. Please review the information provided before continuing.

Form submitter details



[Redacted Name]

Professional Role MIS Manager
Organisation Name VOGC

Child / Young Person Details



[Redacted Name]

Gender Female
Date of Birth [Redacted Date]
Current School

Form Details

One Page Profile

Please Attach the One Page Profile for the Child.

[Download File](#)

File Name: [Redacted File Name]
File Type: docx
File Size: 0.05251694 MB

Once you have completed the form you will be shown a Summary of the information you have completed.

You can check any files you have uploaded by clicking 'Download File'

Please check all the information you have completed is correct.

I confirm that I am submitting this form with the knowledge and permission of the person (or his/her parents/guardians) to whom it relates. All information I have provided as part of this form is correct to the best of my knowledge.

I agree

The information that you have provided on this form will be used in accordance with processes outlined in the current Special Educational Needs & Disabilities Code of Practice.

It is important that the child or young person and their parent or carer are able to see the information you are providing and for it to be shared with them. It will also be shared with other professionals working with the child or young person.

Before submitting this information, you must agree that the information provided can be shared with other professionals, the local authority, the child or young person and their parent or carer. If you do not agree to this, you will not be able to send it using this online form.

I agree that the information I am submitting can be shared with other professionals, the local authority, the child or young person and their parent or carer as part of processes outlined in the current Special Educational Needs & Disabilities Code of Practice.

I agree

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Submit

Once you have confirmed all of the information is correct you then need to tick 'I agree' on both of the statements.

One is a Vale of Glamorgan Council agreement and the other is a Capita agreement (Software company)

Click 'Submit'.

Form Submitted

Thank you for submitting PEP Section 1C: One Page Profile for [REDACTED]. The Local Authority will be in contact with you in the future regarding this.

Finish

You will then be notified that the form has been submitted.

Click 'Finish' to return to the child's main page.

You will be contacted if you need to submit any further information. These messages will be available in your 'Messages' tile on the homepage.

Request **Assessment** **Plan** **Reviews**

What happens now?
The local Authority will create a plan to meet the needs identified in the assessment. This will be issued in draft, and then as a final plan. The final Individual Development Plan (IDP) will be issued within 12 weeks of the initial request for assessment.

Information we collect at this stage

As part of the Individual Development Plan stage, we may need to collect some information from you or others. Below you will see forms relating to this stage, including forms we may need you to complete

Personal Education Plan (PEP)	Start
Shared Documentation.	Start

There are different forms available in the different stages on the child's main page.

- Request
- Assessment
- Plan
- Reviews

Once the Form has been completed and finalised this will be shared with you in the Plan section. Here you will be able to view the shared form and print a copy if required.

If an Individual Development Plan (Local Authority Maintained) has been issued, this will be within the Plan section, under Shared Documentation.

How to access your Messages on the Portal

You will receive an email saying that you have a message on the portal and please logon to view the message.

Logon to the professional portal using your details. Please also ensure two step verification is setup.



Professional Portal

Home

My Account Sign Out

Welcome to the Vale of Glamorgan Council's Professional Portal

Guidance on how to use the site can be found [Here](#).

Below you will see:

- A 'Forms' button. This will allow you to submit, request and receive information on the Child or Young person you are working with.
- A 'Messages' button. This will take you to any messages you have received in relation to them.



The number of messages you have will be displayed in a red box.

Click on 'Messages' to view your messages.



Professional Portal

Home

My Account Sign Out

Messages

Subject	Received
Information about [REDACTED] has been shared with you	12-Oct-2021 14:35
You are required to submit information for [REDACTED]	12-Oct-2021 14:09
You are required to submit information for [REDACTED]	11-Oct-2021 15:52
Information about [REDACTED] has been shared with you	11-Oct-2021 15:51
Information about [REDACTED] has been shared with you	08-Oct-2021 14:24

You will then be able to see all of your messages.

Click on the subject of the message to open it.

Back

Delete

You are required to submit information for [REDACTED] 12/10/2021 14:09

Dear [REDACTED]
You are required to submit information for [REDACTED]. Please complete PEP Section 1D: Education Record by 26/10/2021.
You can start completing this form by selecting PEP Section 1D: Education Record.
Alternatively, You can find PEP Section 1D: Education Record by navigating to the Forms area of the Portal.
Kind regards
Learning and Skills
Vale of Glamorgan Council

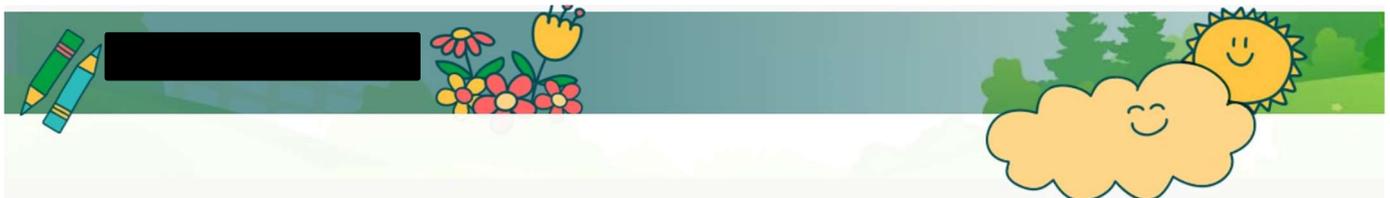
Back

Delete

There are different types of messages including:

- Submit information
- Request more information
- Form being processed
- Shared information
- Rejected information

You can click on the link to go directly to the information you need to complete. Alternatively you can navigate through the 'forms' tile on the homepage.



Introduction

Please complete this form to submit the information for Section 1D: Education Record of the Personal Education Plan.

The Personal Education Plan (PEP) must be initiated as part of the Social Services and Well-being (Wales) Act 2014 Part 6 Care and Support Plan.

This PEP must be completed in line with the timescales and processes set out in the PEP Completion Guidance document. A Personal Education Plan (PEP) is a document about how you and the people around you can work together to get the most out of your chances to learn – both in and out of school. It will explain ways you can improve your learning, it will record your progress and achievements and it should help you plan for your future.

If a child or young person has an identified additional learning need (ALN) that requires additional learning provision (ALP), please continue to Part 2 and Part 3 Annex B – The Individual Development Plan must be completed.

Please complete the current attendance, attainment and learning targets as applicable based on the Key Stage the learner is currently accessing. Please complete end of key stage outcomes to date as applicable. For learners in KS4 Please complete the predicted grades or any GCSE / external qualifications achieved including date qualification was awarded.

Back Start

Once you click the link you will be taken to the information you need to complete. The students name will be at the top of the page and these will be an introduction.

Click 'Start' to proceed and complete the information.

You complete the information the same way that you would when selecting a child and then the relevant form, from your 'forms' tile on the homepage.