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## 1 Introduction

This document describes key steps for successfully setting up Sentral to track student Plans. The system is built to handle individual education plans, personal learning plans, risk management and other plan types. This document describes the top-level configuration of Student Plans.

A detailed description for the setup of each area in Student Plans has been provided as well as a **checklist of pre-requisites, decisions** and recurring tasks that need to be reviewed on a periodic basis.

## 2 Considerations, Dependencies and Pre-Requisites

This section highlights the key areas that the school administration staff need to consider prior to setting up the Sentral Student Plans module.

### 2.1 ATSI students

School admin staff need to ensure that every ATSI (Aboriginal and Torres Strait Islander) student is labelled within Sentral. This data often comes from your data layer source. The ATSI policy within most states is targeting the improvement of school attendance, reading, writing and numeracy and increasing school participation. All school-aged students working above or below their age cohort curriculum are required to have an Individual Learning Plan.

### 2.2 Identifying Students

It is important to identify the groups of students who may require an education or learning plan. The plans are created for students with diverse learning needs or disability. Student Plans is an opportunity for teachers, parents, school administrators, related services personnel, and students (when appropriate) to work together to provide an appropriate educational program.

### 2.3 Preparation & Planning

The school and parents should plan prior to plan creations to ensure strategies and resources are discussed prior. Parents should consider;

- Providing reports from specialists
- Child's strengths and areas of need
- Share insights with school and consult with external resources

The school and parents should consider following as these will define the configuration of various plans;

- Academic strategies & processes
- Communication strategies & Progress
- Physical health and needs
- Social skills and peer connections
- General emotional wellbeing
- Self-regulation and behavioural skills
- Time and frequency of support staff, staff and services.

As a result of this conversation and goals need to be considered;

- Make them achievable and measurable
- Make them attainable and realistic
- Provide timelines

## 2.4 Roles and Responsibilities Setup

The Student Plans module is a powerful module with many features and functions that can address the school's management of student learning requirements. Administration of the Plans module is usually assigned to a select group of staff with access to all the functionality in the module. As such, the school will be responsible for applying access levels for staff which will determine what actions they can perform in the module. Specialist teachers and support staff should be considered in this module, so they have the correct access to support students.

## 2.5 Define the Plans

Schools can define the number of Plan Types they configure. Sentral provides a default list of Plan Types however schools can create plans according to their school needs.

The template assigned to a plan allows for certain information to be stored against it outside of the regular plan sections. Plan templates can be Basic, ILP, IEP, Risk and Health Care and each capture different data and implements different structure and sections. By default, Sentral provides the 5 listed as a starting point. Some areas are hard coded and cannot be altered.

- PLP (Personal Learning Plan)
- IEP (Individual Education Plan)
- Risk Management
- Emergency Care
- Health Care

# 3 Setup Student Plans

The following is a description of the setup for each area in the Student Plans setup. These details will guide you through the critical configurations you need to setup in Plans. Settings that are not explained in this guide can be configured without explanation or configured later. The configurations can be found via **Student Plans module > Student Plans Setup**.

## 3.1 Plan Types (mandatory)

The Plan Types for the Student Plans module are a list of basic parameters that should be setup in advance. This is where you manage the available plan types, sections and rules. The settings on this page are configurable according to the school's needs however, Sentral has created default Plan Types that school can use immediately, or they can edit and modify, or copy a template type and create their own Plan Types. The word *Built-in* denotes the Plan Types Sentral provides.

Plan Types			
Plan Type	Template	Plan Sections	Export
PLP – Built-in	PLP	3 Plan Sections	
IEP – Built-in	IEP	3 Plan Sections	

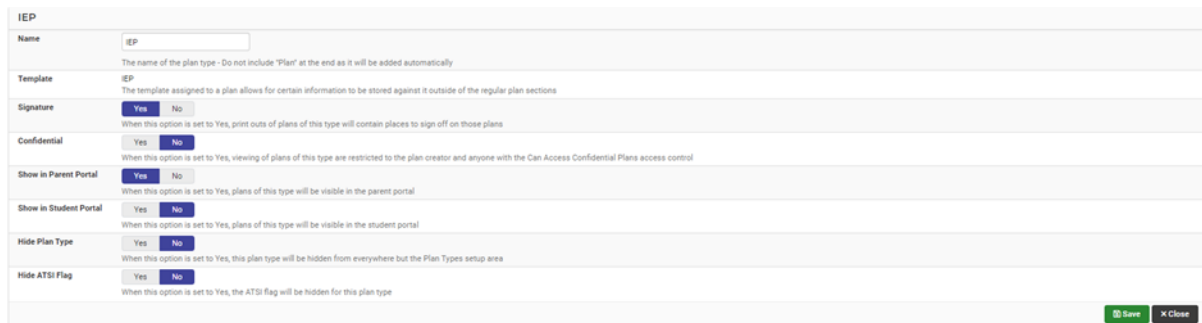
1. Emergency Care Plan
2. Health Care
3. IEP - IEPs include goals to be met by the student. These goals can be linked to specific subjects, outcomes and indicators that define the specific part of the curriculum that the goals relate to.

4. PLP - PLPs include targets to be met by the student. These targets also include strategies to be implemented to achieve the targets. This plan type also has specific rules that can be defined below that determine who should be flagged as requiring a plan.
5. Risk Management - The selections for Risk Management Plans are customisable and can be edited.

### 3.1.1 Plan Types – configuration

This is where you specify the name of the Plan (whether one of Sentral’s or one you have created yourself), the plan template, signature, whether confidential or not, whether it is displayed in parent and student portal. Or the school can opt to hide Plans from teacher view. This menu is common to all plan types. Simply click on each Plan to view this configuration panel.

This is an example of the IEP Plan Type.



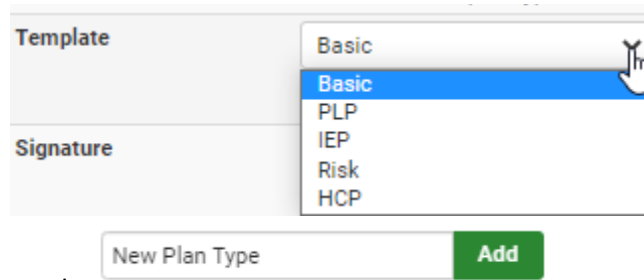
**NOTE:** Has Automatic Flag switched on enables this plan type to have an automatic student flag associated with it. This will populate flags in Profiles.

### 3.1.2 Template Types

Sentral has template types to assist with school collection of data, strategies, goals, targets, resolution and so on. Aspects of these templates are *built-in* and cannot be modified. The different Plan templates are:

- Basic – The template captures basic data within sections and details area. There are no tasks or goals.
- PLP – this template includes basic data sections but also includes targets with strategies and an evaluation area. This plan type also has specific rules that can be defined below that determine who should be flagged as requiring a plan.
- IEP – this template includes basic data sections but also includes goals related to curriculum to improved educational outcomes for students.
- Risk – includes basic data but includes *built-in* risk management lists.
- Health Care – a basic plan template however additional information like review dates, health condition and medical services and aspects related to health.

Health and Emergency Plans once created can be used in the Health Module.



To create your own Plans, go to

### 3.1.3 Section and Details

This is where you specify Sections and detail required to capture data for the Plan you are creating or modifying.

Plan Sections	
New Section <span style="float: right;"><a href="#">+ Add</a></span>	
Section Name	Details
<input type="checkbox"/> Behavior Support	7 Details
<input type="checkbox"/> Assessment of Student Progress	1 Detail
<input type="checkbox"/> Follow Up Actions	1 Detail

- Sections – are like a category or Heading

**STUDENT STRENGTHS:**

Name   
The name of this plan section

Show this section before Plan Details  Yes  No  
If set to yes, this section will be displayed just below plan Overview

Allow Multiples  Yes  No  
The options flags the section to have the ability to be duplicated.

[Save](#) [Remove](#) [Close](#)

- Each section can be adjusted.
- **Show this section before Plan Details** - If set to yes, this section will be displayed just below plan Overview
- **Allow Multiples** - The allows the section to be duplicated.
- Details – a detail or field type within a section. Details can be:
  - Text areas
  - Selection – requires selection items to be added. Only one can be selected
  - Multiple Selection – requires selection items to be added. More than one can be selected.
  - Yes/No
  - Yes/No with text area
  - Date
  - Table – requires Columns and rows to be added

Other Plan types to consider – NCCD (National Consistent Collection of Data), Individualised Transition Plan, School to Work, Behaviour Management Plan, Accelerated students.

Once sections are added, staff can add details to each section. Select **Add Detail**.

Details	
<a href="#">Add Detail</a>	
Detail Name	Type
<input type="checkbox"/> Preferred method of contact	Multiple Selection
<input type="checkbox"/> Comment	Text Area

Details can be displayed as comma separated or bullet Point List.

Detail Types can be same as above.

### 3.2 Additional Information

Create and manage additional information sheets that can be included with a student plan. By default, all schools have a section called Reasonable Adjustments. If there is an indication that a student may have a disability that is impacting on their studies, there may be the requirement to undertake reasonable adjustments. Reasonable adjustments refer to a *measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students*. An adjustment is considered reasonable if it achieves this purpose while considering student's learning needs and balancing the interests of all parties affected including those of the student with a disability, the education provider, staff and other students. Reasonable adjustments can encompass a range of areas including the physical environment, teaching delivery and format, utilisation of assistance equipment and reduction of study load.

Other types could be;

- VET documentation - workplace learning & education adjustments and considerations

**VET Staff Documentation**

Name   
The name of the additional information

Show in Parent Portal  Show this type of additional information in Parent Portal

Show in Student Portal  Show this type of additional information in Student Portal

Save Remove Close

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**Sections**

Add

Section Name	Items
☰ Sample Class Register	1 Item
☰ Sample Student Competency Record	0 Items
☰ Sample Class Individual Competency Element & Performance Criteria Record	0 Items

Additional Information can be displayed in Parent and Student Portal.

Further sections and items can also be added.

## 4 Appendix A: Summary Checklist

So, you’ve scanned the detailed document and are wondering what’s next? This table gives you a road map in concise, easy to read steps of how to get your Student Plans module up and running in no time.

MODULE	CHECKLIST	REVIEW FREQUENCY
<i>Plan Types</i>	Review Types	Once
<i>Pan Templates</i>	Review template types	Once
<i>Sections &amp; Details</i>	Review according to template and plan type	On an annual basis
<i>Additional information</i>	Define additional information required	On an annual basis