



**CENTRAL  
EDUCATION**

## **Student Plans User Guide**

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# Plans

## Target Audience

- Teachers
- Administration Staff

## Content

Within this course staff will learn how to:

- Create a Plan
- Edit and Resolve a Plan
- Copy Plan/Plan Sections
- Add attachment to a Plan
- Student Profiles

## Overview

Staff will learn how to create Plans, edit and resolve Plans and copy Plans.

### Create a Plan

The following procedure shows Users how to create Plans.

Select **Student Plans** under the **Wellbeing** group.



The Home page for **Student Plans** displays.

A screenshot of a web application interface for 'Student Plans'. On the left is a sidebar with 'Plans' and 'Additional Information' sections. The main area features a 'student search:' input field and a table with columns 'Plan Type', 'Plans', 'Coverage', and 'Due for Review'. The table lists various plan types like PLP, IEP, NCCD, etc. On the right, there is a 'Recently Modified Plans' section listing specific plan entries with student names and last modified dates.

1. Type the student's name in the search bar and click on the name.



a. A list of historical plans displays. Select Create Plan

Student Plans > Alex ACKMAN

Alex does not currently require a PLP by the rules defined in this module or has had the flag manually removed. Alex can be manually added to the lists detailing students requiring PLPs below. The requirement will be automatically removed when a new plan is created. Add

PLP	Created Date	Review Date	Completed
PLP	14/05/2020	07/06/2020	✗ No
PLP	28/01/2020	07/04/2020	✗ No
PLP	10/12/2019	27/03/2020	✗ No

[Create Plan](#)

2. Click on the Plan type required.

Create a plan of the following plan type:

PLP  
  IEP  
  NCCD  
  Behaviour Support Plan  
  Emergency Care  
  Internal Hires Example  
  Health Care  
  Webinar Primary Support Plan (IEP)  
  PNG Test  
  Mental Health  
  LSR  
  Student assessment  
  ILP  
  ILP\_Internal Hires Example  
  Risk Management

Test  
  Test Plan Type  
  PLP Test  
  PLP- Dorothy TEST for Special School  
  Aspect Plan  
  Mentor Report  
  Test ILT  
  New PLP  
  New IEP  
  Test plan  
  Test plan 3  
  General Classroom Learning Adjustments  
  ASTHMA PLAN TEST  
  Out of Home Care

New Display Name  
  Personalised Learning Pathway (for ATSI students)  
  New Display Name  
  Tier 3: MAPA - Managing escalating behaviour plan  
  Recover Plans Test  
  LD - nccd v1  
  LD-nccd v2  
  LD-NCCD

[Cancel](#)

Every Plan created will show the contact information for that student, and the default sections for that plan.

Student Plans > Alex ACKMAN > New NCCD

Alex ACKMAN — New NCCD Overview [Save](#) [Cancel](#)

**Alex Ackman**

**Contact Details**

Phone: -

External Family

[View Details & Contacts](#)

Alex Ackman  
Student ID: 05134  
Date of Birth: 11/12/1999  
Age: 20 years, 9 months  
Gender: Female  
Year: 12  
Class: EXT

**Medical Conditions**

INTERNAL lists the following medical conditions:

Inferior vena cava

**Additional Information**

Country of Birth: Japan  
Religion: Anglican Catholic Church  
Home Language: -  
ATSI: No

**Allergies**

No allergies are recorded in INTERNAL.

**Other Plans**

2020

Recover Plans Test #174 — Term 3 by Alex Vanechop (@Serrall)

Recover Plans Test #173 — Term 2 by Alex Vanechop (@Serrall)

PLP #162 — Term 2 by Dro Abad (@Serrall)

PLP #143 — Term 1 by Tania Satoroz (@Serrall)

2019

PLP #133 — Term 4 by Amy Hunt (@Serrall)

Test plan #131 — Term 4 by Lorena Orca (@Serrall)

IEP #135 — Term 4 by Ivanka Dwyer (@Serrall)

IEP #136 — Term 4 by Ivanka Dwyer (@Serrall)

Emergency Care #124 — Term 4 by Guro Backman (@Serrall)

Below the **Student Details** is the **Plan Details** section. This is mandatory across all Plans and cannot be altered.

**Plan Details**

Creation Date: 24/09/2020

Consulted With: [Add Participant](#) Add

Background and Interests: [Add Background and Interests](#)

Additional Information:

- Enter text into the text fields, tick the toggle boxes and use the drop-down lists for your input.
- The next section varies based on the Plan Type selected and the structure of Plans built by each school.

**Examples**

### Targets

☰ Target #1: New Target

In order to achieve this target, the following strategies will be employed.

**Evaluation Due Date** 24/09/2020 📅

**Responsible Staff** Miss ▼

- No strategy text

[Add Strategy](#)

#### Evaluation

1.

### Main Table

Table	Agreed priority areas	Assessment Protocols
Communication	Anecdotal records ▼	Choose a value... ▼
Personal management	<input type="text"/>	<input type="text"/>
Independent Living Skills	<input type="text"/>	<input type="text"/>

2.

### Behavior Support

Displayed

Strategies Choose a value... ▼

Planning Choose a value... ▼

Class room environment Choose a value... ▼

Goals	Academic (Literacy)	Academic (Numeracy)	Communication	Personal and Social Capabilities	Movement	Other
Strategies	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Resources	Laptop Access ▼	Calculator ▼	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Responsibility	Student ▼	Choose a value... ▼	Choose a value... ▼	Choose a value... ▼	Choose a value... ▼	Choose a value... ▼

Assessment Adjustments Choose a value... ▼

Organisation Choose a value... ▼

3.

### Assessment Tools Used

Neale - Learning	24/09/2020 📅
Functional Assessment	24/09/2020 📅
Functional Assessment Detail	<input type="text"/>
Behaviour Assessment	24/09/2020 📅
Mental Health Assessment	24/09/2020 📅
Cognitive Assessment	24/09/2020 📅
Outside Agency Assessment	24/09/2020 📅
Other	24/09/2020 📅
Subject selection	<input type="text"/>

4.

5. Enter the relevant details into the fields displayed.

The next section is the **Plan Resolution**.

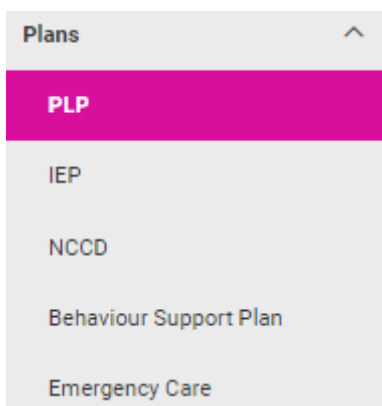
Plan Resolution	
Comments	<input type="text"/>
Next Review Date	18/12/2020
Plan Completed	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Mark a plan as complete if the student has left or no longer needs a plan.
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	

## Edit and Resolve a Plan


The following procedure will show users how to edit and resolve a Plan.

Once a plan is created, Users can then edit and complete the Plan Resolution.

1. From the **Plans Home** screen select the **Plan** you wish to edit.



2. Click on the **Options** button. Here you can Edit, Duplicate or Remove the Plan

Arron BASKERVILLE — PLP Overview	
<input type="button" value="Save"/> <input type="button" value="Cancel"/>	
 <p><b>Arron Baskerville</b></p> <p><input type="button" value="View Details &amp; Contacts"/></p> <p>Arron Baskerville Student ID: 1 Date of Birth: 31/08/2009 Age: 11 years Gender: Male Year: 1 Class: OTW</p>	<p><input type="button" value="Contact Details"/></p> <p>Phone: 02 9791 1963 Dr &amp; Ms B Baskerville 441 Blacktown Rd PROSPECT NSW 2148</p>
<p><input type="button" value="Additional Information"/></p> <p>Country of Birth: Australia Religion: Muslim Home Language: English ATSI: No</p>	
<p><input type="button" value="Medical Conditions"/></p> <p>No medical conditions are recorded in INTERNAL</p>	
<p><input type="button" value="Allergies"/></p> <p>No allergies are recorded in INTERNAL</p>	

3. Scroll through the **Plan** section and make changes, as required.
4. To resolve a plan, scroll to the **Plan Resolution** section.
5. Use the Toggle button to select **Yes**   in the **Plan Completed** field.
6. Then press the **Save**  button.

## Publish Plans

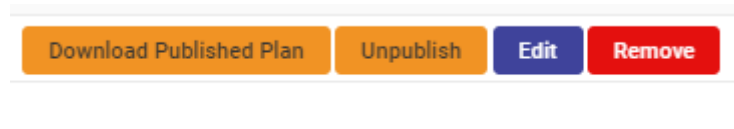
Schools can now select to Publish a Plan to the Portal. The school need to ensure that each Plan in the Student Plans Setup area, is switched on to display in Portal and also that this is enabled to be viewed by parents as an option in Access Controls in Portal Console Setup.



You will be asked to **Confirm** prior to publishing.

✔ Plan Published. Published PDF file will be available for download once the background PDF generation process is complete.

Once the download of the PDF has been completed, you can select to Unpublish or download.



## Copy Plans

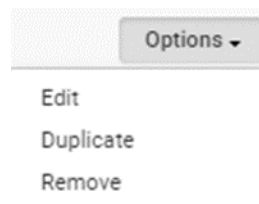
The following procedure is to show users how to copy plans.

1. From the **Plans Home** screen select the **Plans** type on the left-hand side of screen.

The **Register** for the **Plans** selected displays.

Register: IEP				
Plan	Student	Created Date	Review Date	Completed
<input type="checkbox"/>	IEP	Melvin ARGYLE	02/07/2020	24/09/2020
<input type="checkbox"/>	IEP	Melvin ARGYLE	01/07/2020	23/09/2020
<input type="checkbox"/>	IEP	Melvin ARGYLE	18/06/2020	10/09/2020

2. Click on the **Options** button. For the **Plan** you wish to copy.
3. Select **Duplicate** from the drop-down list.



4. Type in the student's name in the search bar, then click the **Save** button.

Duplicate Plan

Select Student For Plan:

Save Cancel

The duplicated **Plan** for the selected student will now display in the **Plan Type** screen.

## Add an Attachment to a Plan

The following procedure is to show users how to add an attachment to any plan. Once a plan is created and saved, Users can then add an Attachment to a Plan.

1. Select the blue hyper link the Plan you have selected or search for a student.

Plan Type	Plans	Coverage	Due for Review
PLP	52	5.11%	41
IEP	26	2.58%	24
NCCD	9	0.90%	9
Behaviour Support Plan	15	1.50%	11
Emergency Care	13	1.30%	7

The **Register** of all those plans will display.

Plan	Student	Created Date	Review Date	
<input type="checkbox"/> PLP	Arron BASKERVILLE	17/06/2020	03/12/2020	Options ▾
<input type="checkbox"/> PLP	Alexander SANTO	11/06/2020	03/09/2020	Options ▾
<input type="checkbox"/> PLP	Melvin ARGYLE	29/05/2020	24/08/2020	Options ▾
<input type="checkbox"/> PLP	Melvin ARGYLE	28/05/2020	21/08/2020	Options ▾

2. Select the Plan you wish to add the attachment to by clicking on the blue hyper link of the Plan or select the **Options** button and select **Edit** from the drop list.

3. Click on **Attach File** button to the right-hand side of the screen.

The **Upload File** screen displays.

4. Complete on-screen details.
5. Click on **Choose File** button and locate the file you want to attach and then click on the Upload button **Upload**.

A message will display at the top of the screen showing the file has uploaded successfully.



6. You can also see the attachment to the right of the screen.



Attachments [Attach File](#)

Court Orders ✘

### Other Information

When a student plan is open, staff will also be able to view, Other Plans, student absence summary, NAPLAN results and participation.

Staff can also be able to **Print** Plans.

Plan Printing [Print](#)

- Print Student Information  
Photo and Demographics
- Print Contact Information  
Mother, Father, Contact Details, Additional Info
- Print Medical Information  
Medical Conditions, Allergies
- Print Sidebar Information
- Print Additional Notes    Created: 10/12/2019

### Create Additional Information

Staff can do this whilst on the student Page

Plans				<a href="#">Create Plan</a>
	Created Date	Review Date	Completed	
PLP	29/04/2020	27/07/2020	✘ No	<a href="#">Options</a>
PLP	13/12/2018	01/04/2019	✘ No	<a href="#">Options</a>
IEP				
	Created Date	Review Date	Completed	
IEP	03/08/2018	26/10/2018	✘ No	<a href="#">Options</a>
Health Care				
	Created Date	Review Date	Completed	
Health Care	05/06/2020	31/08/2020	✘ No	<a href="#">Options</a>
Health Care	26/06/2018	19/09/2018	✘ No	<a href="#">Options</a>

Additional Information Sheets [Create Additional Information](#)

Select Create Additional Information and select one of the options

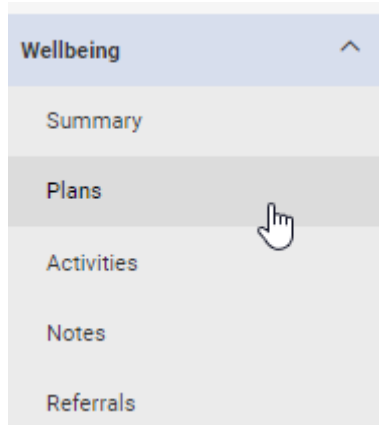
Create an additional information sheet of the following type:

[Additional Notes](#)   [DEEWR checklist](#)   [New Name](#)   [Reasonable Adjustments](#)   [VET Staff Documentation](#)

[Cancel](#)

Complete the online form and **Save**.





6. A list of all the Plans for this student will be noted by category.

Plans Summary		Create or Edit Plans		
PLP	Created Date	Review Date	Completed	
PLP	29/05/2020	24/08/2020	X No	
PLP	28/05/2020	21/08/2020	X No	
PLP	27/05/2020	20/08/2020	X No	
PLP	08/05/2020	03/08/2020	X No	
PLP	08/05/2020	03/08/2020	X No	
PLP	07/05/2020	31/07/2020	X No	

**NOTE:** Health Care and Emergency Care Plans created in the Student Plans module will also appear in the Health Module.

## Glossary of Terms

Sentral software contains many drop-down lists and areas to add detail relevant to data for Plans module. The list below provides further information on data entry fields. Each school can configure various elements and add to the list of data entry fields, so this is a default list of Glossary of Terms.

Item	Description	Type
<b>Class</b>	Class student is assigned too	text field
<b>Gender</b>	Gender of contact	select from drop down
<b>Year Level</b>	Student year Level	select from drop down
<b>Roll Class</b>	Official attendance class. Also known as pastoral	Configured by School
<b>Hide ATSI Flag</b>	When this option is set to Yes, the ATSI flag will be hidden for this plan type	Yes or No
<b>Template Type</b>	Mode of communication	select from drop down
<b>Has Automatic Flag</b>	When this option is set to Yes, this plan type will have an Automatic Student Flag associated with it	Yes or No
<b>Surname</b>	contact surname/last name	text field
<b>Show in Portal</b>	display item to Portal	Yes/No
<b>Creation Date</b>	Plan creation date	calendar entry
<b>Consulted with</b>	participants involved in the meeting	select from drop down
<b>Background</b>	background information	text field
<b>Additional Information</b>	more information related to the Plan	text field
<b>Next Review Date</b>	review the plan	calendar entry
<b>Confidential</b>	If checked, forces the Incident to be viewed by authorised staff i.e. Executive	tick box
<b>Comment</b>	Additional Comments for the Incident/Plan	text field
<b>Plan Status</b>	Status of an PLP	Drop down

<b>Show this section before Plan Details</b>	If set to yes, this section will be displayed just below plan Overview	Yes or No
<b>Allow Multiples</b>	The options flags the section to have the ability to be duplicated.	Yes or No
<b>Signature</b>	Will print sign off on Plans	Yes or No
<b>Hide Plan Type</b>	Whether to display Plan to staff & make accessible	Yes or No
<b>Students</b>	Plan rules for ILP	Drop down
<b>Type</b>	Selection of data for Plan	Drop down