DfE Contract April 2016 – March 2017

Grant Activity and KPI Document – Quarter 2

July - September 2016

Authors:	*Lindsey Rousseau* *Steve Johnson* *for NatSIP Ref Group*
Date:	*September 2016*
Version:	*Q2 Edition vP1*
Status:	*For Publication*

Preface

This report was prepared using funding provided by the Department for Education under contract agreement with NatSIP, the National Sensory Impairment Partnership:

Table of Contents

1.   **Introduction: Grant funding to NatSIP from the DfE for April 2016 – March 2017**

For the period April 2016 – March 2017, NatSIP is in receipt of contract funding from the DfE under reference CSEC SEND 16-17 05. This funding is governed by the terms of a contract ('the Contract') signed on 23 May 2016.

2.   **About this document**

This document sets out a rolling activity plan and reports against contract targets and KPIs.

3.   **About NatSIP**

The purpose of The National Sensory Impairment Partnership (NatSIP) is to improve outcomes for children and young people with sensory impairments, closing gaps with their peers, through joint working in services for these children.

NatSIP is a unique national partnership representing the views and expertise of professionals, voluntary organisations, schools and colleges working in the field of SI. More than 70 support services, schools, colleges, the major VCS and professional bodies, are affiliated to NatSIP. Through this, and the administration of the HoSS (Heads of Sensory Support Services) email forum, we are directly connected with support to front line services nationally.

With NatSIP's growing national reputation we are becoming the first port of call for many professionals working in the SI sector and this ensures that we can support at all levels those who need advice.

NatSIP also has bilateral relationships with other key professional and user groups and, through its VCS partners, can ensure input from the voices of users, parents and young people. This gives DfE an opportunity to reach the Sensory Impairment (SI) sector in the SEND category, through the contract for 2016-17.

3.1   **The purpose of the work covered by the contract**

> This contract is to provide delivery support to early years providers, schools and post-16 providers to improve outcomes for children and young people with sensory impairment. The contractor will do this by:
>
> 1. equipping the school workforce to deliver high quality teaching and SEN support for pupils with sensory I impairments, through:
>
> • innovating and using the creative energy of the sector to find new and rewarding ways of working that stimulate both the professionals who serve this group and the children and young people themselves.
>
> • sharing innovative approaches by using models of school-to-school support and system leadership to help school leaders, SENCOs and teaching staff to achieve the best possible outcomes for children and young people with sensory impairment.
>
> • building on the evidence-based good practice that already exists by establishing an evidence base of "what works" for teaching children and young people with sensory impairment.
>
> • working with sensory impairment organisations to provide a range of support for early years, schools and post-16 providers, and acting as a gateway for providers to access these organisations if they have a specific training need.

2. Promoting good practice on supporting children and young people with sensory impairments, through:

  • enhancing teachers' knowledge, understanding and skills in supporting children and young people with sensory impairment.

  • developing a short CPD module, for each of visual impairment and hearing impairment, which providers could use to equip teachers with the skills required to teach children and young people with sensory impairment.

  • planning future requirements for sensory impairment expertise in the workforce and in academia; this should include successor planning of Heads of Sensory Services and lecturers.

  • raising awareness in the sector of which training materials are available and how they can access them.

3. Improving the quality of EHC plans for children and young people with sensory impairment, through:

  • building on the existing resource base and developing further tools and practical guidance on writing advice and information plans for children and young people with sensory impairment.

  • providing best practice examples of advice and information from specialist teachers submitted as part of EHC needs assessment. This will take the form of three for hearing impairment, three for visual impairment and three for multi-sensory impairment. The three examples will consist of one for early years, one for 5-16 pupils and one for post-16 students.

  • producing a checklist that practitioners can follow when writing EHC plans, setting out the principles of excellent EHC plans for children and young people with sensory impairment, including guidance on how education, health and care professionals should work together.

4. Promoting the use of technology to improve the accessibility of education and outcomes for children and young people with sensory impairment, through:

  • thinking creatively about how the latest technology can be used to help children and young people with sensory impairment.

  • evaluating the effectiveness of the latest technologies for children and young people with sensory impairment in supporting teaching and learning.

  • promoting the effective use of technology to improve the educational experience and outcomes for children and young people with sensory impairment.

<div align="right">Contract Schedule 1 p.3ff</div>

4.   Contract Requirements

4.1   Contract Requirement 1 - Promoting good practice

No	Requirement	Deliverable
1.1	Development of a national online interactive resource	1,500 visits to the hub over the first 6 months of operation
		The NatSIP portal and learning hub: Use of the NatSIP web portal will grow from 1,100 to 1,350 active registered users, with 150+ active users of the new learning hub.

There have been 114 visits to the hub so far (before launch)

Active users of the NatSIP Web portal:
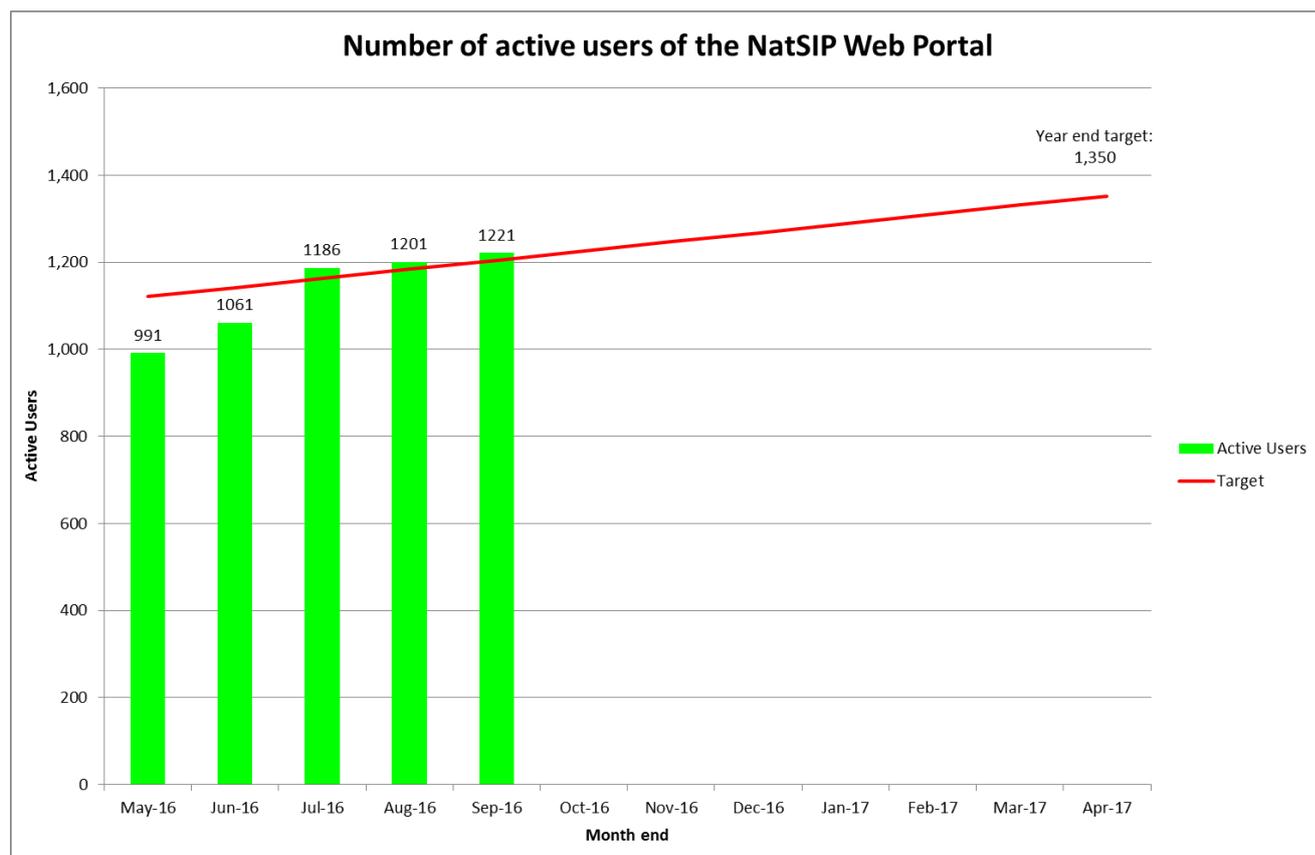
Outputs: Research has been undertaken with website users, delegates at events and through the HoSS email forum to ascertain views on the current website and the development of the Sensory Learning Hub within it. Earlier research, commissioned by NDCS into the views of HI professionals about sector websites has also been considered. Advisory group is scheduled to meet on 1/11/16.

1.2	National working days to validate new training materials	3 national working days 70 delegates per day

Outputs: First working day was held on 25/5/16. 68 delegates.
             Second working day was held on 4/10/2016. 71 delegates.
             Third working day is scheduled for 7/2/2017.

1.3	What works database	Produce a database of resources that support good outcomes for CYP with SI
		We will establish a new database of what works with national reach, and aim for 100+ users in the life of the contract.

Outputs: Planning meetings held and outline taxonomies have been discussed and agreed. Work to be progressed in the national working day on 4/10/16 where user input on the proposed organisational principles and user experience (UX) will be solicited.
Next meetings scheduled for 26/10/16 and 1/11/16.

1.4	A national programme of face to face training and support	Events and training: We will deliver 20+ events which will reach at least 700 attendees 8 regional events promoting resources and what works Face to face training will reach 200+

Outputs: 24 events are listed in our planning sheet, with 9 now delivered and 9 currently open for bookings. The 9 events so far have reached 341 attendees (48.7% of our 700 target).

1.5	New national quality standards training	Training module on quality standards

Outputs: First QI workshop is scheduled for 14/10/16 in London.
Second workshop is scheduled for 19/1/17 in York.
QS linked to potential use within the Local Area Inspections will be explored via a presentation at the HoSS Conference on 19/10/16

1.6	CPD for frontline staff (online training)	Online training on HI, VI and MSI will be offered free to 300+ attendees 2 day HI, VI and MSI training courses. Training workshops on Equality Act and SEND support for SI CYP

Outputs: Material revision and updating for HI and VI courses is now complete. The MSI course remains in its original form with content provided by SENSE. Additional video material on technological advances in VI has been commissioned, and will be added to the courses when it is completed. The courseware has been updated to run on tablet computers as well as PCs. Tutor recruitment and training are proceeding using individual, telephone, Skype and group sessions. The first group training session is scheduled for Milton Keynes on 7/10/16. Some 24 possible trainers have been identified, with 21 of these at some stage of preparation across 17 local authorities.

1.7	New guidance for FE	Produce guidance for FE learning support staff

Outputs: Working group established, including young people. Collating the information on existing practice and areas of need and methodology for consulting with young people. The guidance to be published will be called 'Just Enough Support'.

1.8	Outcomes benchmarking	Automate outcomes benchmarking processes Outcomes benchmarking will continue reaching 100 plus LAs

Outputs: Automation of data collection and validation process (via a new web-based system named 'OBMRS') was completed in Q1.

This year's data-collection exercise opened on 1/9/16, with distribution of guidance and other materials. We also undertook a direct e-mailing launch to previous participants and other parties who had expressed an interest and targeted 163 individuals on 5/9/16.

There have been 2 submissions of data as at quarter 2 end.

4.2   Contract Requirement 2 – High Quality Teaching

No	Requirement	Deliverable
2.1	CPD portfolio for Sensory Impairment	Develop CPD portfolio in Sensory Impairment

Outputs: Working group met at National Working Day on 25/5/16 and will meet again on 4/10/16. An easy-to-use on-line form to log CPD achievements is in design.

No	Requirement	Deliverable
2.2	Training modules for frontline teaching staff	300 places on online HI, VI and MSI training modules offered (see 1.6) with QTSI tutors

Outputs: See above at 1.6.

No	Requirement	Deliverable
2.3	Resources for specialist teachers and lecturers	3 regional courses for managers to improve support staff effectiveness

Outputs: Events are scheduled for:
8/11/16 (London)
15/11/16 (Bristol)
2/2/17 (Newcastle)

No	Requirement	Deliverable
2.4	Specific training	Deliver RCE MSI courses in new regions

Outputs: Kent presentation of RCE Course started on 15/9/16 with 15 participants, including individuals from schools, social service, a mobility officer and a social worker.
Newcastle presentation started on 27/9/2016 with 10 participants from 5 different LAs: Newcastle, Gateshead, Middlesbrough, Barnsley and East Riding of Yorkshire.
We have had an expression of interest to deliver a presentation of the course in the south west – discussions on this are ongoing.

No	Requirement	Deliverable
2.4A	MSI Regional Course	Develop MSI RCE mainstream course Deliver courses

Outputs: Draft course outline is in preparation, with the MSI steering group being asked for case studies/good practice examples. A pilot cohort will be recruited in Spring 2017, possibly in Kent. The course will be reviewed after the pilot and prior to formal launch

No	Requirement	Deliverable
2.4B	MSI CYP Mainstream setting	

No	Requirement	Deliverable
2.4C	Apprenticeships	Training for 16 training providers in supporting HI apprentices Monitoring HI apprentices Dissemination of learning at national event

Outputs: Work continues on monitoring and reviewing how deaf young people are accessing apprenticeships. During Q2, we published a summary of research commissioned from the Whitehall Industry Group on the experience of deaf young apprentices. This report also summarises the views of employers and training providers. We intend to use this information to support the development of a resource for training providers and to support the planned training/learning event in January 2017.

2.4D	Online training course for CYP with VI and complex needs	Develop and validate online VI and complex needs course

Outputs: Initial planning meeting held and work on Unit 1 'Background to VI in children' underway during the quarter.

2.4E	HI CYP and complex needs training	Develop and validate HI and complex needs course

Outputs: This requirement will be addressed by the production of a short video aimed at special schools.

A storyboard for the video has been drafted and circulated for feedback, which has been positive so far. The film will be made at Foreland School in Kent. Filming will take place in January.

We have also identified the film production company we intend to use, who have previous experience of working in the SI sector.

2.4F	Specialist staff supporting teaching and learning within curriculum changes	Develop training for specialist teachers

Outputs: Working group established and information being collated which will feed into the training.

2.5	Future needs of sector	Research to establish current and future needs of specialist teaching in SI sector (need and numbers project)
	Links with 1 a) Develop NatSIP Learning Hub b) Quality Standards	 See previous See previous

Outputs: Collection of research evidence has commenced with key professional and delivery organisations. Desk research has also been compiled and three seminar days will add rigour and testing to the theories. These will take place on 4/10/16 in London, 30/11/16 at NatSIP North in York, and 19/1/17 in Bristol for the south west region. There have also been discussions with a number of individual commissioners about their future plans and interviews to be set up with the DfE.

	National Promotion	Promotion of resources, events and programmes through sector and partners

Output: This is an ongoing activity on the NatSIP website and HoSS email forum. In addition, sector partners promote NatSIP and we exchange information with the other SEND DfE contract holders and CDC. Next meeting scheduled for 14/10/16 in Q3.

There will be a NatSIP representative speaking at UKCoD conference on 2/11/16 in London, and the NatSIP facilitator will be speaking at a national SEND Forum event in Birmingham on 17/11/16.

4.3   Contract Requirement 3 – Quality EHC assessments and plans

No	Requirement	Deliverable
3.1	Guidance on outcome based assessments	Publish guidance

Outputs: Better assessments guidance for outcome-based assessments has been circulated for comment and some helpful feedback has been received. An updated document is scheduled for Q3.

No	Requirement	Deliverable
3.2	Online training resource	Checklist resource of good features of EHC Plans for self-appraisal Information about producing SMART outcomes

Outputs: Draft resource under construction. Scheduled for publication in Q3.

No	Requirement	Deliverable
3.3	Practical examples of EHC Plans	9 exemplar EHC plans – covering early years, school and post 16 for HI, VI and MSI

Outputs: 6 plans already published. Work in progress to complete all 9 on schedule.

No	Requirement	Deliverable
3.4	Promotion resources	3 regional SI practitioner workshops (60 practitioners) on EHC needs assessments and plans 3 regional parent workshops (60) on EHC needs assessments and plans Training resources EHC plans for professionals and parents Examples of info gathering forms for EHC plans (x9)

Outputs: Practitioner workshops scheduled for:
10/10/16 (London)
24/11/16 (Bristol)
1/2/17 (York)
Parent workshops scheduled for:
24/9/2016 (London) 12 attendees
5/11/2016 (Bristol)
4/2/2017 (Manchester)
Support for those without a plan workshop scheduled for:
28/3/2017 (London)

4.4   Contract Requirement 4 – Promoting the use of technology for access and outcomes

No	Requirement	Deliverable
4.1A	a) Establish a national technology advisory group for SI b) Framework of effectiveness	Workgroup established in first quarter to deliver and manage other outcomes

Outputs: Group established. Work progressing on evaluation framework. A review of existing resources and evaluation frameworks has been undertaken. First working group meeting on 4/10/16 in London.

No	Requirement	Deliverable
4.1B	Guidance	Produce advice for learning hub on the use of technologies (product specific info) Publish by end of 4th quarter

Outputs: WWDB (Technology) is being progressed as part of the website/sensory learning hub work.

No	Requirement	Deliverable
4.1C	Promote technology	Materials ready by end of March 2017

Outputs: See 4.4 below.

No	Requirement	Deliverable
4.2	Develop easy access resources	Publish during 3rd quarter

Outputs: Will be part of the website/sensory learning hub work. On track to be delivered.

No	Requirement	Deliverable
4.3	Regional training days	Deliver 8 regional training days supporting SENCos on the role and evidence base for technology within the contract period

Outputs: Training session scheduled at NatSIP working day 4/10/16.

No	Requirement	Deliverable
4.4	Develop a tool to support the evaluation of new technologies	Develop a tool to evaluate new technologies (a pro-forma guide)

Outputs: Literature review will help the working group to develop a guide and discussions have already taken place with key technology leads in specialist services.

No	Requirement	Deliverable
4.4A	LENA	Pilot of tool to evaluate LENA by end of contract period

Outputs: LENA is being evaluated as part of a separate research study (not funded by NatSIP) into use of radio aids with pre-school deaf children. Research has started and is on track to produce an evaluation report on LENA in Q4. This will feed into the development of the lessons learnt for the development of an evaluation tool.

No	Requirement	Deliverable
4.4B	Use of tablets for VI	Pilot tool to evaluate load2Learn for VI

Outputs: RNIB/BT project with 50 CYP engaged through RNIB Book Share during Q2.

No	Requirement	Deliverable
4.5	Develop a 'what works' database of technology interventions	Delivered and running by end of contract period.

Outputs: Will be part of the Website/Sensory Learning Hub work. Work has been undertaken and key resources identified for populating the website. Editorial process being agreed and development on track.

| 4.6 | Updated guidance on the Equality Act duty | Produce guidance on equality act and use of technology to be placed in learning hub |

Outputs: Current guidance will be updated as required.
Event planned in Q4 on 7/02/17 in London.

4.5   Contract Requirement 5 – Promotion Strategy

No	Requirement	Deliverable
5.1	Deliver co-ordinated promotion strategy for all materials and NatSIP learning hub	NatSIP Learning Hub will be promoted through the NatSIP website. All materials and web based resources will be promoted by: • direct email communication to all Sensory Support services • Heads of Services Forum • VIEW membership • SEND Gateway • CDC website • promotional links to all VCS/specialist websites dealing with Sensory Impairment with cross links to NatSIP website including NDCS, SENSE, RNIB, Ear Foundation, Action on Hearing Loss, BATOD, etc. • cross promotions for early years, schools and further education web portals • links to SENCO training and SENCO resource sites and promoted at SENCO events • through the Special School networks and by direct promotion to special schools • joint cross promotion with other DfE funded work streams as appropriate • ensuring that materials and weblinks are available at all NatSIP events • through to Academy Chains, through Free Schools Network and Teaching Schools Alliance networks. • through other online communities via Twitter feeds, SMS and Facebook groups as appropriate as part of our ongoing social media strategy.

Outputs: NatSIP has made 99 postings to HoSS in the contract period to date.

In September, tweets mentioning @NatSIPUK had a reach of 36,592 people (from 152 followers)

A Promotional plan being developed further across all NatSIP activities. NatSIP facilitator working closely with other DfE projects.

5.   Deliverables (Financials)

5.1   Quarter 1

Q/Dates	Output	Outcomes
1	Establishment of work streams, commissioning of programmes	All workstreams have agreed project plans
		16 WIPs in place as at quarter end. Workstream leads agreed, commissioned and in place

	Research and development of new materials	Review of how current practice around SEND reforms can be translated into practical training using existing NatSIP materials and additional development of materials where necessary

	Commissioning and research on what works	Specialists in HI, VI and MSI education commissioned

	EHC plans working up exemplars	Exemplars in draft

	Development and research work on the Learning Hub	Sensory Learning Hub research group established
		Steering meetings and technical discussions have taken place. Work to be progressed in the national working day on 4/10/16 where user involvement on the organisational principles and UX will be solicited. Next meetings scheduled for 26/10/16 and 1/11/16.

	Start training of tutors	20 tutors begin training to support online training offer
		24 possible tutors identified. Tutor training is using a mix of approaches including one-on-one, telephone, Skype and group training. Group training scheduled for 7/10/2016

	Commissioning of OnLine Training	OLT review of materials completed for HI/VI and underway for MSI
	OLT commissioned.	Review process agreed and material updates completed.

	Specification agreed for website Learning Hub	Specification agreed for web development
		Broad outline agreed. Detailed section-by-section work started. UX input to be gathered at the working day on 4/10/16.

	Working group on technology established and research begun on what works database	Working group lead appointed. Research commenced across what works data bases.
		Discussion meetings started. Outline taxonomy proposed. UX input to be gathered on the working day on 4/10/16.

	Work commissioned on Equality Act guidance on technology	Current guidance reviewed

	Action research on technology started.	LENA working group established

	Deliver working day with 70 delegates	NatSIP working day 25th May 2016
		Working day delivered. 68 delegates.

5.2   Quarter 2

Q/Dates	Output	Outcomes
2	Upgrade website and supporting IT infrastructure for Learning Hub	Specification and back up sufficient to support work programme
		Upgrade plan developed. Upgrades will track use → cost saving on buying capacity in advance of need.

	Output	Outcomes
	Deliver 1 of face to face workshops on EHC Plans	
		Workshop delivered on 24/9/16, London

	Output	Outcomes
	Deliver 3 of workshops on Programme	Materials tested and participants' knowledge enhanced in training events
		5 events delivered by end Q2

	Output	Outcomes
	Deliver 2 regional workshops	
		Delivery in NE - Newcastle and SE - Kent

	Output	Outcomes
	1 regional SI practitioner workshops (20 practitioners) on EHC needs assessments and plans	
		Delivery scheduled in London 10/10/16

	Output	Outcomes
	1 regional parent workshops (20) on EHC needs assessments and plans	
		Delivered in London 24/09/16

	Output	Outcomes
	Identify content group and agree changes for Online Training and recruit tutors	Understanding and specialist knowledge included in OLT courses content 20 tutors recruited and training commenced.
		24 trainers identified across 17 LAs

	What works databases tested	
		UX input testing scheduled for working day on 4/10/16.

5.3   Quarter 3

Q/Dates	Output	Outcomes
3	Deliver a number of face to face workshops on EHC plans	Materials tested and participants' knowledge enhanced.
	Deliver a number of workshops on SI content	Understanding and specialist knowledge enhanced for all course participants
	Deliver working day with 70 delegates	Reliable guidance on technology and educational approaches available.
	Workstreams deliver agreed new modules for learning hub validated by reference group.	
	1 regional SI practitioner workshops (20 practitioners) on EHC needs assessments and plans	
	1 regional parent workshops (20) on EHC needs assessments and plans	
	What works databases go live	
	Guidance on Equality Act published.	
	Provide training for 16 training providers in supporting HI apprentices	
	Monitor HI apprentices	
	Develop and validate online VI & complex needs course	
	Deliver training for specialist teachers	
	Develop CPD portfolio in sensory impairment	

5.4   Quarter 4

Q/Dates	Output	Outcomes
4	Launch Learning Hub with new resources	Learning Hub and online training available and in place and all key audiences aware of its existence.
	Promotion plans secure coverage across all key audiences	
	EHC Plan guides x 9 completed and published	'Better information' EHC plans and more outcome-focused plans produced
	Report on future of specialist teachers published.	Report available to inform future strategy on specialist support
	Dissemination of learning on HI Apprenticeships at event	
	1 regional SI practitioner workshop (20 practitioners) on EHC needs assessments and plans	Better informed workforce on areas covered in training.
	1 regional parent workshop (20) on EHC needs assessments and plans	
	Training resources EHC plan resources Example info gathering forms for EHC plans (x9)	
	Deliver working day with 80 delegates	
	Deliver 8 regional training days supporting SENCOs on the role and evidence base for technology with 90% satisfaction rate of three stars (good or above).	
		Better use of technology in the classroom. Technology forum working and giving advice. What works resources for schools in two key areas

6.   KPIs

KPI	Measurement Period	Measure	Monitoring method
Project initiation and management.	May 2016 - March 2017	Completion of the contract against targets	DfE
Set of Project Management groups and structure. Agreement of WIPS and project initiation.	May/June 2016	Project Groups established and work commissioned	Reference Group
Working groups develop work programmes, recruit consultants and commission deliverables	June - September 2016	Project plans approved and work commenced	Project Board
1.1 Development of national online interactive resource	Jan 2017 - Jan 2018	Hub operational with resources from the contract available on line and used	Number of users (1,600 over first 6 months of operation) Satisfaction of users using star rating system. Average of 3 stars satisfaction rating
1.2 National working days to validate new training materials	May 2016 - March 2017	3 national working days 70 delegates per day	Monitoring forms (including star rating) at events
1.3 What works database	June 2016 - March 2017	Database produced by December 2016. 100 users by March 2017.	Number of users.
1.4 A national programme of face to face training and support	June 2016 - March 2017	8 regional events promoting resources and what works with satisfaction rating of 90% 3 stars or above. 200 attendees with average satisfaction rate of 3 stars or above	Regional events produced with satisfaction rating. Monitoring forms at events
1.5 New national Quality Standards training	June 2016 - March 2017	Produce training module on quality standards and deliver training at events by March 2017	Training module evaluation

KPI	Measurement Period	Measure	Monitoring method
1.6 CPD for frontline staff (online training)	Content agreed Sept 16, tutors trained December 16, 12 cohorts delivered by March 2017 Delivered by March 2017	Online HI, VI and MSI training modules: Content updated, 20 tutors trained, cohorts engaged and courses delivered 2 day HI, VI and MSI training courses (6)	Available through OLT by target date Monitoring and impact on CYP part of the course Training evaluated and 6 month monitoring
1.7 New guidance for FE	February 2017	Guidance trialled and completed	Ready to go on Learning Hub and agreed with Reference and Project Group
1.8 Outcomes benchmarking	December 2016 - June 2017	Automate outcomes benchmarking processes Outcomes benchmarking will continue reaching 100 plus LA's	LA returns
REQUIREMENT 2			
2.1 CPD portfolio for Sensory Impairment	March 2017	Develop CPD portfolio for Sensory Impairment	Portfolio produced and in use
2.2 Training modules for frontline teaching staff	Sept 2016 - March 2017	300 places on online HI, VI and MSI training modules offered by QTSI tutors	Availability of modules for up to 300 people.
2.3 Resources for specialist teachers and lecturers	July 2016 - February 2017	3 regional courses for 36 SI service senior managers.	Training evaluation and onward training

KPI	Measurement Period	Measure	Monitoring method
2.4 Specific training 2.4A) MSI Regional Course	June 2016-March 2017.	Deliver RCE MSI courses in new regions	Courses all validated by professionals
2.4B)MSI CYP Mainstream setting 2.4C)Apprenticeships		Develop MSI RCE mainstream course and deliver pilot by January 2017 Deliver training to 16 providers and monitor Hold learning event January 2017	Course ready to go, approved by Ref Group. Pilot delivered and evaluated Evaluations
2.4D) Online training course for CYP with VI and complex needs 2.4E) HI CYP and complex needs training 2.4 F) Specialist staff and curriculum changes		Develop and validate Online VI & complex needs course by March 2017 HI & complex needs by January 2017 Develop training for specialist teachers	Evaluations and use of course Evaluations and use of course Evaluation of training docs
2.5 Future needs of sector	January 2017	Research completed to time and quality standards.	Approval by Reference Group and Project Group
REQUIREMENT 3			
3.1 Guidance on outcome based assessments	January 2017	Produce guidance document	Approval by Ref Gp and publication
3.2 Online training resource	December 2016	Produce Checklist resource of good features of EHC Plans for self-appraisal Information about producing SMART outcomes	Checklist produced and approved by Reference and Project Group
3.3 Practical examples of EHC Plans	February 2017	9 exemplar EHC plans – covering early years, school and post 16 x HI, VI and MSI	Approved by Reference Group and Project Group and published

KPI	Measurement Period	Measure	Monitoring method
3.4 Promotion resources	June 2016-March 2017	3 regional SI practitioner workshops (60 practitioners) on EHC needs assessments and plans 3 regional parent workshops (60) on EHC needs assessments and plans Training resources EHC plan resources Example info gathering forms for EHC plans (x9) All course achieve 90% satisfaction rate	Satisfaction rates and people targets meet.
REQUIREMENT 4			
4.1 a) Establish a national technology advisory group for SI b)Framework B) Guidance C) Promote technology	July 2016 January 2017 March 201 January 2017-March 2017	Group established Framework produced Guidance produced Advice for Learning Hub Promotional activity	Approved by Reference Group
4.2 Develop easy access resources	December 2016	Publish resources	Ref Gp approval Evaluation of use
4.3 Regional training days		Deliver 8 regional training days supporting SENCOs on the role and evidence base for technology with 90% satisfaction rate of three stars (good or above).	Regional days take place to quality criteria.
4.4 Develop a tool to support the evaluation of new technologies	March 2017	Proforma guide	Reference Group and project group

KPI	Measurement Period	Measure	Monitoring method
4.4 A) LENA 4.4B) Use of tablets for VI		Evaluations produced within timescale	
4.5 Develop a 'what works database of technology interventions	February 2017	Database produced with 50 initial users by end of contract	Reference Group and Project Group
4.6 Updated guidance on the Equality Act (2012) duty	December 2016	Guidance on equality act and use of technology to be placed in learning hub within timescales agreed.	Reference Group and Project Group
Promotion Strategy			
5.1 Deliver co-ordinated promotion strategy for all materials and NatSIP learning hub	June 2016-March 2017.	Links to all the targets specified in the Strategy are made including; -Direct email communication to all Sensory Support services -Heads of Services Forum -View membership -SEND Gateway -CDC website -Promotional Links to all VCS/specialist websites dealing with Sensory with Cross Links to NatSIP website including NDCS, SENSE, RNIB, Ear Foundation, Action on Hearing Loss, etc. -Cross promotions for early years, schools and further education web portals -Promotion at events and working days -linked to SENCO training and SENCO	Monitoring from social media and other distribution mechanisms.

KPI	Measurement Period	Measure	Monitoring method
		resource sites and promoted at SENCO events -Promotion through Special School networks and by direct promotion -Joint cross promotion with other DfE funded work streams as appropriate -Ensuring that materials and weblinks are available at all NatSIP events -Promotion to Academy Chains, through Free Schools Network and Teaching Schools Alliance networks. -Promotion through other online communities via Twitter feeds, SMS and Facebook groups as appropriate as part of our ongoing social media strategy Learning Hub has 1,000 visitors by June 2017	

-- End of Document –