

01/09/2023

Coventry Alternative Provision Systems Guidance



Introduction

Leading on the delivery of Alternative Provision for Schools and Academies in Coventry has resulted in our service exploring ways that our collaborative work will be most successful, in regard to information sharing and enabling all stakeholders to access statistical data for their learners.

Our priority is ensuring that file transfer is done in the most safe and effective way as possible. In addition to this, for our service to be a success the recording of daily data and progress is of great importance. To ensure our wider team have clarity of the best ways of using our systems, our service have created this guide for both Schools/Academies and Delivery Providers.



Datalocker

This site is designed for transferring files to and from various services at Coventry City Council. When Schools/Academies and Delivery Providers work in partnership with Coventry Alternative Provision there will be a designated staff member, decided by the establishment, who will be issued with a log in to this system. The designated employee will then be responsible for the transferring of files to and from the Coventry Alternative Provision Service.

The transferring of files can be anything from; *(list is not exhaustive)*

- Learner support plans
- Educational Health Care Plans
 - Risk Assessments
- Updated Contact information
 - Meeting Minutes
 - Social Care reports
 - Safeguarding Concerns
- Behaviour/Attendance concerns
 - Financial Audits
 - Invoices
 - Tracking

There may be occasion where the secure transfer of other documents is required. It is recommended that Datalocker is used to replace encrypted emails.

Our service will use this system when sending any attachments to your establishment.

Please be mindful that Datalocker will only allow the transfers outlined below;

Coventry Alternative Provision to Schools (CAP Coordinator or DSL)
Coventry Alternative Provision to Providers (CAP Coordinator or DSL)
Schools to Coventry Alternative Provision (CAP)
Providers to Coventry Alternative Provision (CAP)



Please be mindful that Datalocker will NOT allow the transfers outlined below;

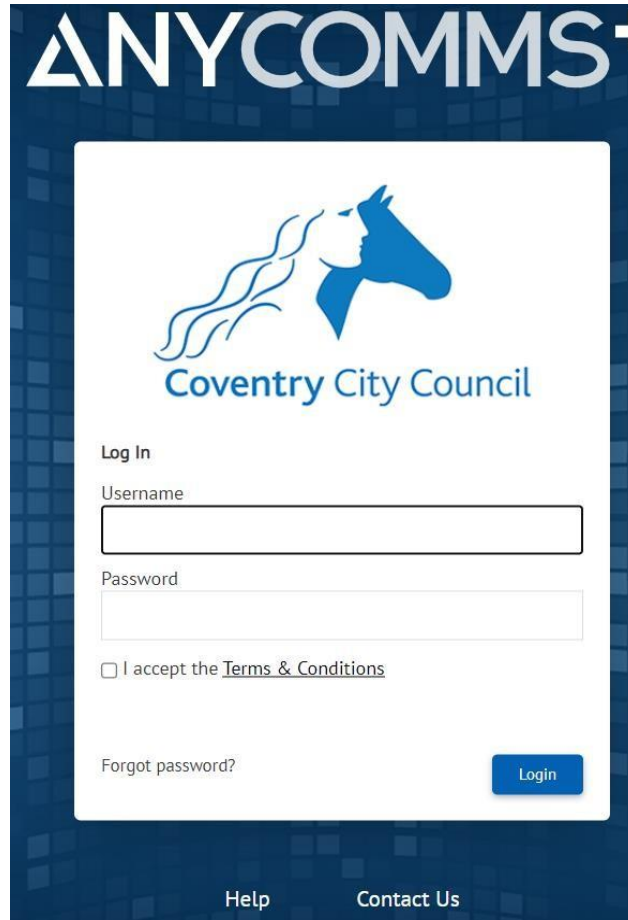
Schools to Providers
Providers to Schools



When you start working in partnership with Coventry Alternative Provision following your initial meeting/training session you will be provided with a log in to the system. This will be issued by the Data locker Support Team and will be received into your work email inbox along with the link to the site. This is also provided below;

<https://datalocker.coventry.gov.uk/Login.aspx>

When you enter this site you will find the logging in page, see below;



ANYCOMMS

Coventry City Council

Log In

Username

Password

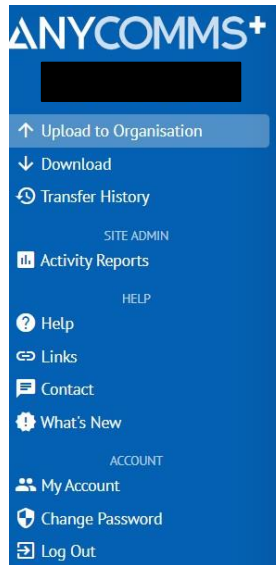
I accept the [Terms & Conditions](#)

[Forgot password?](#)

[Help](#) [Contact Us](#)

Please use the Username and Password that has been provided by the Data Locker Support team.





Upload to Organisation

Select Files

Upon logging into the system, you will always see the page above. Please note we have redacted this account information for the purpose of the example. Ordinarily your name will be in these areas.

Although there are a number of options on this page there are only 2 icons that you will be required to use for secure file transferring. These are;

- Select Files – this is used to share documents with CAP
- Download – this is used for CAP to share documents with schools/providers

Now let's look at how we complete these tasks;

Send a file to CAP- From the home page shown above click on the icon (Select Files) and it will ask you to select the file that you are wanting to transfer.



Once you have selected the file the format of the page will change to this;

Upload to Organisation

Select Files

Upload by organisation type

SELECT RECIPIENTS

File Name	Recipient Organisation	Recipient Role	Description	Remove
test.txt	Select <input type="text" value="Filter"/>	<input type="text"/>	<input type="text"/>	Remove

Upload Files

The name of the selected file will show here.

Click the drop down to select the recipient organisation, which is CAP (Coventry Alternative Provision)

Select CAP for recipient role.

Please add a description that allows the team to identify who it is for. For example;
CFC JN- Cause for concern with learner initials

Routes 2 JN- identifying that the document is for Routes but also has the learner initials.

If the wrong file is selected please click remove.

If you are transferring more than one file at a time you can use the icons at the top to autofill the fields in. See 'Copy all top organisations to all', 'Copy top role to all' and 'Copy top description to all'.

To add more files return to Select Files at the top of the page and these documents will appear below the first one in the format above.

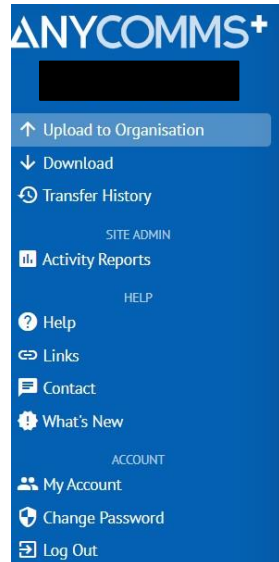
Once you have selected your files and completed the transfer data please click upload files.

You will then be asked to confirm the transfer. Once this is confirmed the files have been transferred.



Receiving file(s) from CAP

Once logged into the system click the icon 'Download File(s)'.



Upload to Organisation

Select Files

Downloads

There is 1 new file available for you to download. To download a file tick on the box next to it and then click on Download Selected. Alternatively, click the Download All button.

Search: Items per page: 50

New Files | Previously Downloaded Files

File Name	File Type	From	Date/Time Uploaded ▼	Download
[REDACTED]	WRL File	[REDACTED]	26/08/2021 14:24:59	<input type="checkbox"/> Download

Download All

Page: 1 of 1

Datalocker - Coventry Secure File Transfer - www.datalocker.coventry.gov.uk

Version: 17.1.1.1c2704563

This will give you an idea of what the file is.

Here you will see who has sent the file and the file details.

Select the files you would like to download and then click download. Alternatively 'Download all' on the left hand side.

Once you have downloaded a pop up will appear at the bottom of your screen with all downloads in.
You can now view and save these documents.

CLM

CLM, short for Collaborative Learning Manager is the current system used for all recording of attendance, achievement and learner progress on a central platform enabling all schools, providers and CAP team to access the data. When a schools and providers start to work with CAP, designated staff will be provided access.

CLM should be completed each training day by providers and checked daily by schools who are then responsible for processing any absences. In this guidance to make each role easier to understand we will give an overview for school staff and provider staff separately.

Upon receiving your access details from CAP admin staff you will also be provided with the link to the website, this is also provided below;

Schools-

- How to check a learner training record /What's on the breakdown
- How to check daily attendance (register) – How to add a note to share information
 - How to process absences
- How to check the Progress of units and Qual
 - How to download reports on template
 - Mail Merge the report

Providers –

- How to check a learner record/ where to find the emergency contacts etc.
 - How to complete daily attendance
 - How to add notes
 - Contribution – optional
- How to update progress of units and qualification (check that qualification is correct)
 - How to record an initial assessment
- How to record targets outside of a learner's qualification - optional

How to check a learner training record /What's on the breakdown

From the menu on the left, click on Learning and then on Training Records.

Collaborative Learning Manager

My Account
System
Directory
Learning
- Course Reports
- Training Records
Attendance
Notes & Comments
Tools
Admissions
Help

Today's Registers Unprocessed Absences Summary by Date

Show only announcements published or modified since: dd/mm/yyyy

page 1 of 1 (1 records)

Help on using the homepage and posting announcements.

Unread Notifications

Type	Count
Training	0
Lesson	375
Student	1

Click these

This will bring you to the Training Records page, on which you will see a list of learners as well as details regarding the provider(s) they attend and an overview of their attendance. By default, this will list all of your learners, however you can filter this list by clicking on the blue buttons at the top of the page. Alternatively, you can click on one of the training records to view that record.

Training Records

Show: Attendance Progress Appraisal Contrib ULN Grade SJE Assessment Target

Show Active School: The City of Leicester College | Records per page: 20 | Sort by: Learner (asc), Start Date (asc)

page 1 of 4 (80 records)

Learner		Training Dates		Course Cohort		Attendance								
Name	KS4 School	Start	End	Provider	Start Date	Title	Registers Return	Total attendance	present	late	absent	unmarked	other	missing
							194 208	189 97.4%	173 89.2%	16 8.2%	2 1.0%		3 1.5%	
							92 208	90 97.8%	77 83.7%	13 14.1%	2 2.2%			
							92 208	92 100.0%	84 91.3%	8 8.7%				

Filters

Training records

Attendance summary

After clicking on the blue buttons, you will be presented with a number of filters which can be used to search for a specific set of training records. Of particular note is the ability to search either by provider (to find all of the learners attending that provider) or by surname (to find a specific learner). By default, each page will only show 20 training records, however this can be changed using the records per page dropdown menu. Once you have selected your filters, clicking on the go button will load the relevant training records. If you wish to reset your filters to their default state, the reset button will allow you to do this.

Show: Active School: The City of Leicester College Records per page: 20 Sort by: Learner (asc), Start date (asc)

Start date: no earlier than [] no later than []
 Date closed: dd/mm/yyyy [] specify a range of dates
 Record status: Active
 Partnership: []
 Home school: The City of Leicester College
 Lesson provider: [] ← Provider
 Course cohort: []
 Cohort age group: []
 Training record IDs: [] (comma separated)
 Surname: [] ← Surname
 Gender: []
 Ethnicity: []
 Year 10 (KS4): [] only or [] and later
 SEN provision: []
 Medical history: []
 School meals: []
 In care (LA): []
 Progress: []
 Last modified: Older than dd/mm/yyyy [] and/or more recent than dd/mm/yyyy []
 Last appraisal: Older than dd/mm/yyyy [] and/or more recent than dd/mm/yyyy []
 Qual type: []
 Qual level: []
 Date created: dd/mm/yyyy [] specify a range of dates
 Date modified: dd/mm/yyyy [] specify a range of dates
 Records per page: 20 ← Records per page
 Sort by: Learner (asc), Start date (asc) ← Reset filters
 Go [] []

Once you click go, the list of training records will be filtered according to the options selected. Clicking on one of the records listed will take you to the training record that you selected.

Learner ← Learner details

Name: []
 Home School: []
 KS4/Yr10 begins: September 2018

Training: Active ← Training status

Course Title: []
 Qualification: []
 Provider: [] ← Course details
 Partnership: []
 Course Dates: 1st Sep 2018 - 31st Aug 2020

Attendance ← Attendance summary

registers taken	total attendance	present	abs	with	unreg	absent	other	not reg
198	192	175	17	6				
208	97.0%	88.4%	8.6%	3.0%				

Contribution ← Contribution

Balance	+2 exceptionally positive	+1 above standard	+0 expected standard	-1 below standard	-2 exceptionally negative
+3	0 0.0%	4 2.1%	187 97.4%	1 0.5%	0 0.0%

Course unit completion ← Unit completion

Firefox and IE users, to print background color and images go to File >> Page Setup. Tick the option 'Print Background (colours & images)'.

Total	Not started	Behind	On track	Under assessment	Completed
111	111	0	0	0	0

Most recent tutor appraisal



Awaiting first appraisal

Attendance In Depth

Hide Attendance



A collation of all notes written about this learner in the course's registers. Editing or deleting notes here will also edit or delete the notes in the register.

Order By Date Created (DESC) ▼

X 04/06/2020 09:15 (Main) Edit Delete
auth. [redacted] (Thu, 04 Jun 2020 15:00:00 BST)
Art exam

Attendance notes

✓ +1 02/04/2020 09:15 (Main)
present positive [redacted] (Thu, 02 Apr 2020 15:00:00 BST)
Positive and enthusiastic

Progress In Depth



Tutor appraisals



Aptitude is graded A-E (A highest). Effort is graded 1-5 (1 highest).

Course unit completion



Behind schedule On schedule Assessment/verification Completed

Expand one level Collapse one level

100/5073/5 EDEXCEL Level 2 BTEC First Diploma in Health and Social Care

See more

Root

Tutor appraisals

Full Learner Details



Surname:	[redacted]	CLM ID:	[redacted]
First name:	[redacted]	UCI:	
Middle names:		ULN:	[redacted]
Date of birth:	[redacted]	UPN:	[redacted]
Gender:	Female	Ethnicity:	WBRI

Learner details

Duty of care



Background information that promotes the effective education and safety of your learner.

Free school meals:	<input type="text"/>
Medical flag:	<input type="text"/>
Pupil premium:	<input type="text"/>
Medical notes:	<input type="text"/>
Gifted / talented:	<input type="text"/>
SEN provision:	<input type="text"/>
SEN classification:	<input type="text"/>
SEN notes:	<input type="text"/>
Previous year's attendance:	<input type="text"/>

The screenshot displays four sections of a training record interface:

- Emergency Contacts:** A table with columns for Name, Relationship, Daytime Tel, Evening Tel, and Mobile Tel. A blue arrow points to the Mobile Tel column, labeled "Emergency contacts".
- Home School:** A form with fields for Name, Address, Tel, LA, Estab, URN, and UKPRN. A blue arrow points to the URN field, labeled "School details".
- Course Provider:** A form with fields for Name, Address, Tel, LA, Estab, URN, and UKPRN. A blue arrow points to the URN field, labeled "Provider details".
- Miscellaneous Notes:** A section with a dropdown menu set to "Order By Date Created (ASC)", a "Subject:" label, a text input field, a large text area, and an "Add Note" button. A blue arrow points to the text input field, labeled "Notes".

The training record consists of a number of different sections. Starting at the top, you will find the name of the learner as well as the school they attend. This is followed by the details of the course they attend, an attendance summary (the same as appears on the list of training records), a record of the learner's contribution in lessons and a summary of completed units. The contribution section is optional and may not have been completed. Next is the most recent tutor appraisal for the learner, however all of the tutor appraisals can also be found further down the page.

Following the tutor appraisal, you will find any attendance notes that have been made for the learner. These can be added through the register, which will be covered later in this guide. Next on the training record is a record of all of the tutor appraisals that have been completed, as well as a section detailing the units the learner is taking. Clicking on the + button to the left of each part of the course will reveal the units within.

After the units come the learner details, including emergency contact details, the school details and provider details. If there are any errors in the learner or school details, please inform CAP so that they can be corrected.

Finally, there is a section for any notes not related to the learner's attendance or training progress. These can also be added here, by typing the note into the text box and clicking add note.

How to check daily attendance (register) – How to add a note to share information



Click these

From the menu on the left, click on Attendance and then on Today's Attendance.



Date: Fri 31st Jul 2020 Records per page: 50 Sort by: Surname (asc), Firstname (asc)

page 1 of 1 (32 records)

key: ● completed ● overdue ● lesson in progress ● future

Entry		Learner				Lesson			
A	B	Surname	Firstnames	KS4	Period	Course	Provider	Location	
				2019	09:15 12:00	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2018	09:15 12:00	BTEC		Main	
				2018	13:30 15:30	BTEC		Main	
				2019	09:15 12:00	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2019	09:15 12:00	BTEC		Main	
				2019	09:15 12:00	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2019	09:15 12:00	BTEC		Main	
				2019	09:15 12:00	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2018	09:15 12:00	BTEC		Main	
				2018	13:30 15:30	BTEC		Main	
				2018	09:15 12:00	BTEC		Main	
				2018	13:30 15:30	BTEC		Main	
				2019	09:15 12:00	BTEC		Main	
				2019	13:30 15:30	BTEC		Main	
				2018	09:15 12:00	BTEC		Main	

This page allows you to see all of the registers for the day, whether or not they have been completed yet. It is possible to select another day using the filters at the top of the page. When looking at registers that have already been completed, the register entry will be shown in the first column on the left. Clicking on one of the registers listed will take you to the register page.

Date: Fri 31st Jul 2020 Records per page: 50 Sort by: Surname (asc), Firstname (asc)

Date:

Entries per page:

Sort by:

Go

Register

Close Edit ← Edit

Lesson

Date & time:
 Lesson provider:
 Lesson location:
 Cohort:
 Tutor group:

Learner Attendance

	Learner	School	Status	Contribution	DfE Code
			✓	+0	
			🕒	+0	

← At tendance

Once you click on the register, you will be taken to the register page where you can see the lesson that the register is for, as well as the learner’s attendance. You can also click on the edit button at the top of the page in order to add attendance notes. Please note that the edit button will not be present on a register for a lesson that has not been completed yet.

Learner Attendance

Add note →

	Learner	School	✓	🕒	X	X	X	🚫	🚫	not req
			✓	🕒	X	X	X	🚫	🚫	not req

New Note

This is a public note that will be included in the learner's training record. Access to its contents may be requested under the Data Protection Act. Please fashion your notes accordingly and conduct private discussions by other means.

When you first enter this page, the new note section will not appear. To view this, you will first need to click on the add note button to the left of the attendance. To add the note, type it into the text box and then click on the save button at the top of the page. This note will then appear on the training record.

How to process absences

The screenshot shows the top navigation bar with buttons for 'Today's Registers', 'Unprocessed Absences', and 'Summary by Date'. Below this is a search bar for announcements and a 'Help' button. A 'Welcome to CLM' announcement is visible, along with a calendar for July 31st and an 'Unread Notifications' table.

Type	Count
Training	0
Lesson	389
Student	0

From the main page, click on the Unprocessed Absences button at the top of the page.

The screenshot shows a calendar for September 2019 and a table of absence records. The table has columns for Entry, Learner, Lesson, Course Cohort, and Where.

Entry	Learner			Lesson			Course Cohort			Where			
Att	Con	Surname	Firstname	Middle Names	KS4	School	Day	Date	Period	Title	Start	Provider	Location
X					2018		Thu	30/07/2020	09:15 12:00				
X					2018		Thu	30/07/2020	09:15 12:00				
X					2018		Thu	30/07/2020	09:15 12:00				
X					2018		Thu	30/07/2020	13:30 15:30				
X					2019		Thu	30/07/2020	13:30 15:30				

This takes you to a page listing all of your unprocessed absences. To process an unprocessed absence, click on it to go to the register.

The screenshot shows a blue header with the word 'Register' and two buttons: 'Close' and 'Edit'. An arrow points from the 'Edit' button to the label 'Edit' on the right.

Click the Edit button at the top of the register page.

The screenshot shows a row in the register page with icons for document, user, and absence status (green X, orange X, red X). A dropdown menu is open showing 'Learner absent'.

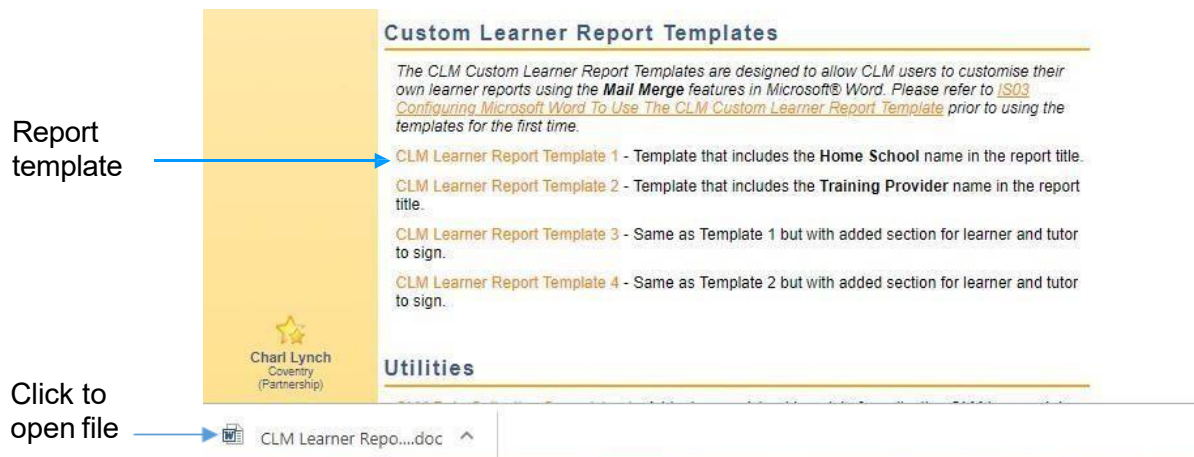
Absences can either be authorised (green) or unauthorised (red), with the orange X that is currently selected representing unprocessed. Click on either the green or red X as appropriate, and then click on the save button at the top of the page. You may also wish to add a note regarding the absence at this time, which is covered in the previous section.

How to download reports on template / Mail Merge the report

From the menu on the left hand side of CLM, click on the “Help” button and then on “How To Guides”.

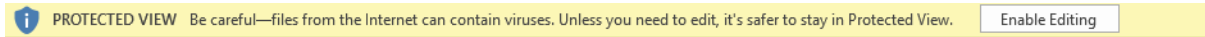


Scroll down the “How To Guides” page until you reach the “Custom Learner Report Templates” section. Click on “CLM Learner Report Template 1” to download the template.



Open the downloaded file in word by clicking on it when it appears at the bottom of your internet browser.

It may be necessary to enable editing for this document once it is open. You will know that this is the case if you see the following yellow bar near the top of your screen.

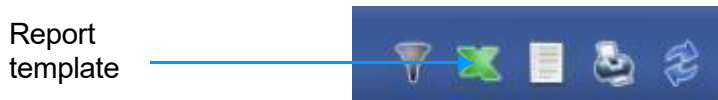


If you do see this, click on the button labelled “Enable Editing”. Otherwise, move on to the next step.

Returning to CLM, click on “Learning” and then “Training Records” from the menu on the left.

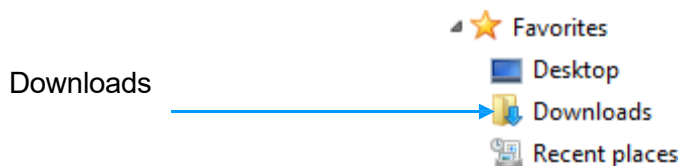


Click the export to Excel button at the top right of the page. It looks like a green “X”



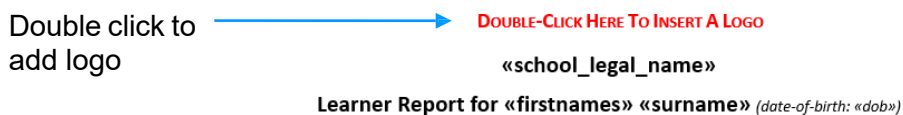
Wait for this file to download. Do not open it.

(Optional) Find this file and move it to an appropriate folder on your computer. By default, it will have been saved in your “Downloads” folder. Please note that the following image was created using Windows 8 and may differ if you are using a different operating system.

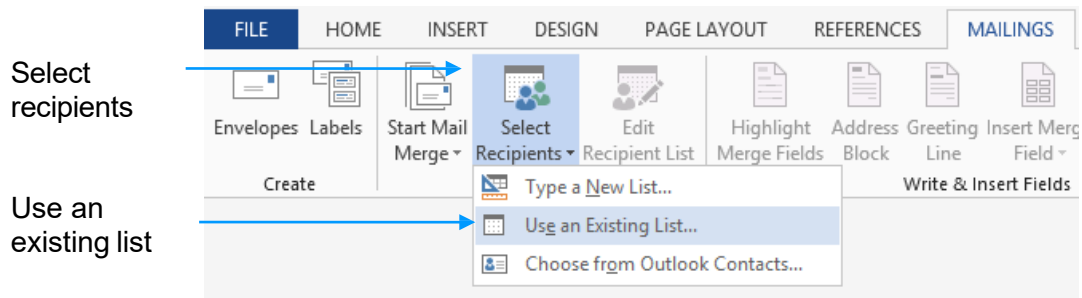


Return to the currently-open template.

(Optional) Add your school’s logo to the template by double-clicking where indicated.

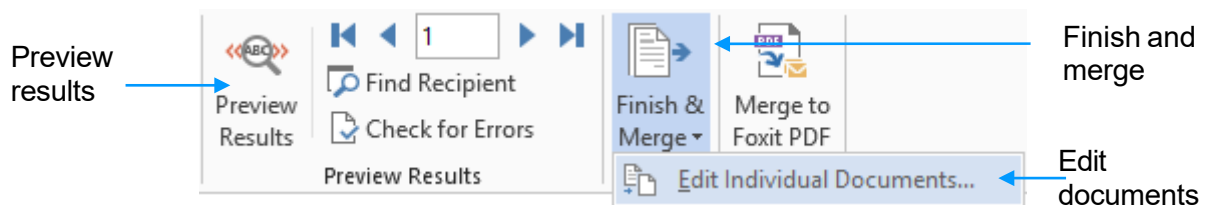


Begin a mail merge by clicking on the “Mailings” tab at the top of Word, followed by “Select Recipients”. From the menu which appears, choose to “Use an existing list”.

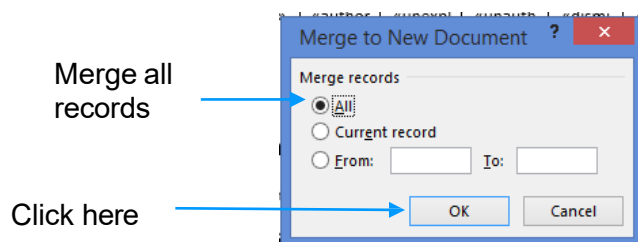


In the window which appears, navigate to the “Downloads” folder (or location to which you moved the file containing the exported training records) and select your training records. They should be in a file called “training-records.csv”.

Click “Preview Results” in the “Mailings” tab and use the arrows to view each record. Once you are satisfied, press “Finish & Merge” and then “Edit Individual Documents”. Please note that you may not have the merge to Foxit pdf button as this is added by another program which is installed on the computer used to create this guide.



Ensuring that “All” in the resulting dialogue box, press “OK”. A new document will be created, containing each of the merged reports. Save this document.



How to check the Progress of Units and Qualifications

Training Records

Show: Attendance Progress Appraisal Contrib' ULN... Grade SIF Assessment Target

Show: Active School: The City of Leicester College Records per page: 20 Sort by: Learner (asc), Start date (asc)



Returning to the training records page, you will find a number of checkboxes at the top of the page (above the filters). Clicking on the Progress checkbox (and deselecting attendance if desired), will allow you to see a summary of unit progress listed alongside your training records.



page 1 of 4 (80 records)



Learner			Training Dates		Course Cohort				Progress				
Name	K54	School	Start	End	Provider	Start Date	Title	Total sections	Not started	Behind	On track	In assessment	Completed
		CLC	01/09/2018		geston	01/09/2018		9 100.0%	10 100.0%				
		CLC	01/09/2019		ent	01/09/2019		10 100.0%	10 100.0%				
		CLC	01/09/2018		geston	01/09/2018		48 100.0%	48 100.0%				





Unit progress

If you require more information regarding an individual learner, you can view the individual units as well as any tutor appraisals that have been made by clicking into the training record. Clicking the + button next to each section of the unit completion will reveal the units within it.

Progress In Depth  

Tutor appraisals  
Aptitude is graded A-E (A highest). Effort is graded 1-5 (1 highest).

Course unit completion  

 Behind schedule  On schedule  Assessment/verification  Completed

Expand one level Collapse one level

100/5073/5 EDEXCEL Level 2 BTEC First Diploma in Health and Social Care

Root

How to check a learner record/ where to find the emergency contacts

From the menu on the left, click on Learning and then on Training Records.

Collaborative Learning Manager

My Account
System
Directory
Learning
- Course Cohorts
- Training Records
Attendance
Notes & Comments
Tools
Admissions
Help

Today's Registers Unprocessed Absences Summary by Date

Show only announcements published or modified since: dd/mm/yyyy

page 1 of 1 (1 records)

Help on using the homepage and posting announcements.

Unread Notifications

Type	Count
Training	0
Lesson	375
Student	1

Click these

This will bring you to the Training Records page. By default, this will list all of your learners, however you can filter this list by clicking on the blue buttons at the top of the page. Alternatively, you can click on one of the training records to view that record.

Training Records

Show: Attendance Progress Appraisal Contrib LRLN Grade SIE Assessment Target

Show Active School: The City of Leicester College Records per page: 20 Start by: Learner (asc), Start date (asc)

page 1 of 4 (80 records)

Learner		Training Dates		Course Cohort		Attendance								
Name	KS4 School	Start	End	Provider	Start Date	Title	registers taken	total attendance	present	late	absent	unexcused	excused	total
							194/208	189/97.4%	173/89.2%	16/8.2%	2/1.0%		3/1.5%	
							92/208	90/97.8%	77/83.7%	13/14.1%	2/2.2%			
							92/208	92/100.0%	84/91.3%	8/8.7%				

Filters

Training records

After clicking on the blue buttons, you will be presented with a number of filters which can be used to search for a specific set of training records. Of particular note is the ability to search either by cohort (to find all of the learners in that cohort) and by surname (to find a specific learner). By default, each page will only show 20 training records, however this can be changed using the records per page dropdown menu. Once you have selected your filters, clicking on the go button will load the relevant training records. If you wish to reset your filters to their default state, the reset button will allow you to do this.

Annotations in the screenshot:

- Go**: Points to the 'Go' button at the bottom left.
- Reset**: Points to the 'Reset' button at the bottom left.
- Cohort**: Points to the 'Course cohort' dropdown menu.
- Surname**: Points to the 'Surname' text input field.
- Records per page**: Points to the 'Records per page' dropdown menu.
- Reset filters**: Points to the 'Reset' button.

Once you click go, the list of training records will be filtered according to the options selected. Clicking on one of the records listed will take you to the training record that you selected. Scrolling down towards the bottom of the page, you will find the emergency contact details for the learner. This section also contains the provider’s details. If either set of information is incorrect, please contact CAP so the details can be updated.

The screenshot shows the following sections:

- Emergency Contacts**: A table with columns for Name, Relationship, Daytime Tel, Evening Tel, and Mobile Tel. The content is redacted.
- Home School**: Fields for Name, Address, Tel, LA, Estab, URN, and UKPRN. The content is redacted.
- Course Provider**: Fields for Name, Address, Tel, LA, Estab, URN, and UKPRN. The content is redacted.
- Miscellaneous Notes**: A section with a note about attendance and a form with a 'Subject:' field and an 'Add Note' button.

How to complete daily attendance

The navigation menu consists of several blue buttons: My Account, System, Directory, Learning, Attendance, Notes & Comments, Tools, and Help. The 'Attendance' button is highlighted in yellow. Below it, a list of options is shown: Overdue registers are now accessed via "Registers", Registers, Register Entries, Attendance by Month, Summary by Cohort, Summary by Learner, and Summary by Date. Two blue arrows point from the text 'Click these' to the 'Attendance' button and the 'Registers' link.

From the menu on the left, click on Attendance and then on Registers.

key: ● completed ● overdue ● lesson in progress ● future				Attendance Statistics										
Date	Provider	Course Cohort	Entry	Group	total attendance	punctual	late	abs.	unexp.	unsoth.	behaviour	other	not req.	Time to complete
Tue 09:15 - 12:00 4th Aug 2020			01/09/2018	A										
Tue 09:15 - 12:00 4th Aug 2020			01/09/2019	A										

This page allows you to see all of your registers for the day. It is possible to select another day using the filters at the top of the page. You can also choose to view the registers for a specific cohort. Clicking on one of the registers listed will take you to the register page.

Date: specify a range of dates Date

Show: Cohort

Lesson IDs: (comma separated)

Cohort age group:

Cohort:

Group:

Registers per page:

Sort by:

Go

Register

Close Edit ← Edit

Lesson

Date & time: [Redacted]
 Lesson provider: [Redacted]
 Lesson location: [Redacted]
 Cohort: [Redacted]
 Tutor group: [Redacted]

Learner Attendance

	Learner	School	Status	Contribution	DfE Code
	[Redacted]	[Redacted]	✓	+0	
	[Redacted]	[Redacted]	🕒	+0	

← Edit

Once you click on the register, you will be taken to the register page where you can see which lesson and learners the register is for. You can also click on the edit button at the top of the page in order to complete the register.

Learner Attendance

	Learner	School	✓	🕒	X	X	X	🚫	🚫	not req	Contribution
	[Redacted]	[Redacted]									x +2 +1 +0 -1 -2
📝	[Redacted]	[Redacted]	👁️	🕒	🚫	🚫	🚫	🚫	🚫	not req	
📝	[Redacted]	[Redacted]	👁️	🕒	🚫	🚫	🚫	🚫	🚫	not req	
📝	[Redacted]	[Redacted]	👁️	🕒	🚫	🚫	🚫	🚫	🚫	not req	

From this page, you can complete each register by clicking on the appropriate option. From left to right, the options are: present, late, authorised absence, unexplained absence, unauthorised absence, dismissed (behaviour), dismissed (other) and not required. Please note that you cannot mark an absence as being authorised or unauthorised. Instead, you would mark it as unexplained and then it would fall to the school to process that absence as being either authorised or unauthorised. Once you are done, click on the save button at the top of the page.

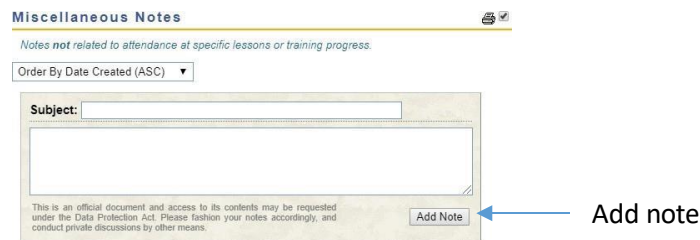
How to add notes

Following the previous instructions to edit a register, it is possible to add a note regarding a learner's attendance by clicking on the add note button to the left of the register.



To add a note, type it into the text box and then click on the save button at the top of the page. This note will then appear on the training record.

Alternatively, for notes that do not relate to attendance or a specific lesson, you can add a note to a learner's training record. To do this, go to the training record in question and scroll to the bottom of the page where you will see a miscellaneous notes section. Enter your note into the text box there and then click on add note.



Contribution – optional

Returning to a register which has been completed as per the prior instructions, it is possible to record a learner's contribution to the lesson. To do this, you must first click on the edit button at the top of the register page.



From here, it is possible to change a learner's contribution. To the right of the register you will see the contribution, separated into two buttons (above and below the line). Clicking the top button will increase the contribution, while clicking the lower one will decrease it. There is a maximum contribution of +2 and a minimum of -2, as shown at the top of the register.

How to update progress of units and qualification

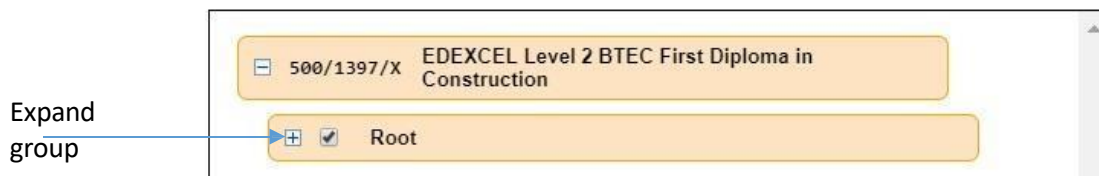
From a learner's training record, it is possible to create a progress report to update which units have been completed, as well as the learner's progress with the qualification as a whole. To do this, first click on the new progress report button at the top of the page.



This will take you to the new report page, from which you can complete a tutor appraisal or update the learner's progress with their units. To update the course unit completion, first expand any unit groups by clicking on the + button to their left.

Section 2: Course Unit Completion

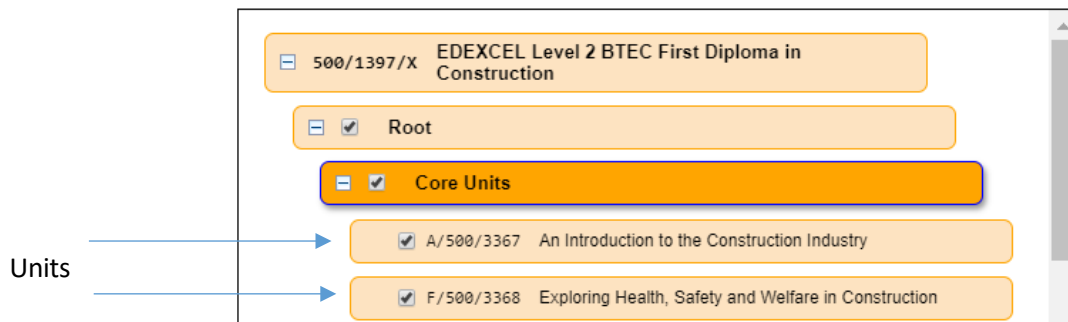
Click on a component to record progression data. If the learner is not studying towards a listed component, uncheck the checkbox next to it to remove it from inclusion in progression statistics.



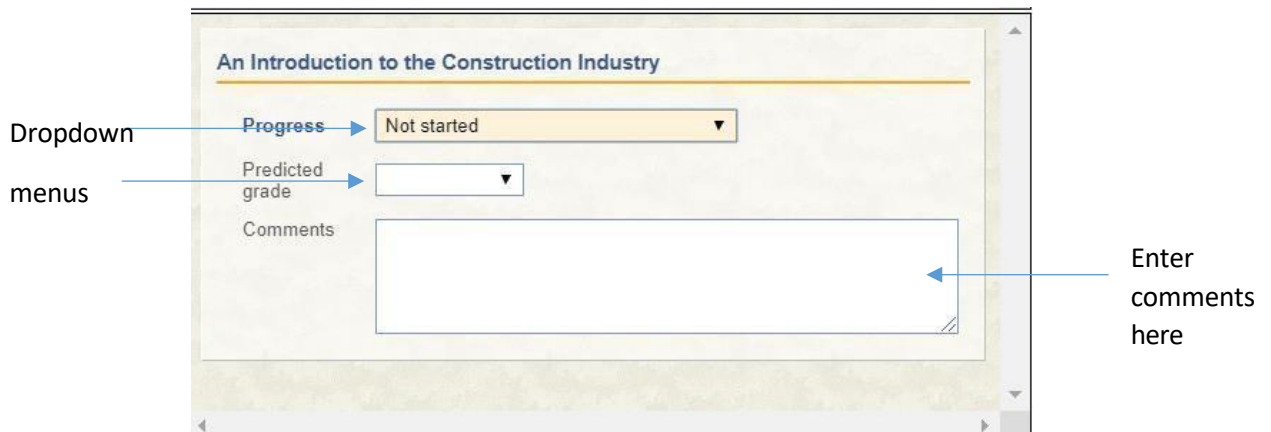
Doing this will allow you to see the individual units.

Section 2: Course Unit Completion

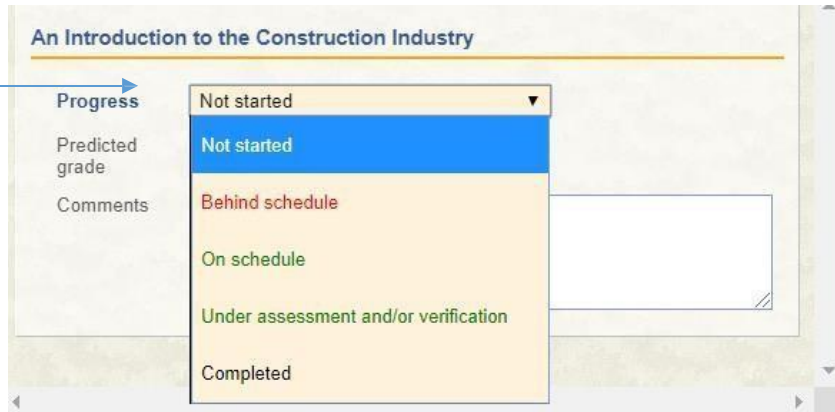
Click on a component to record progression data. If the learner is not studying towards a listed component, uncheck the checkbox next to it to remove it from inclusion in progression statistics.



Clicking on one of the units will give you the option to report on the learner's progress with the unit, as well as their predicted grade. You can also make comments. To complete this section, click on the dropdown menus and select the appropriate option, before entering any comments and clicking on the save button at the top of the page.

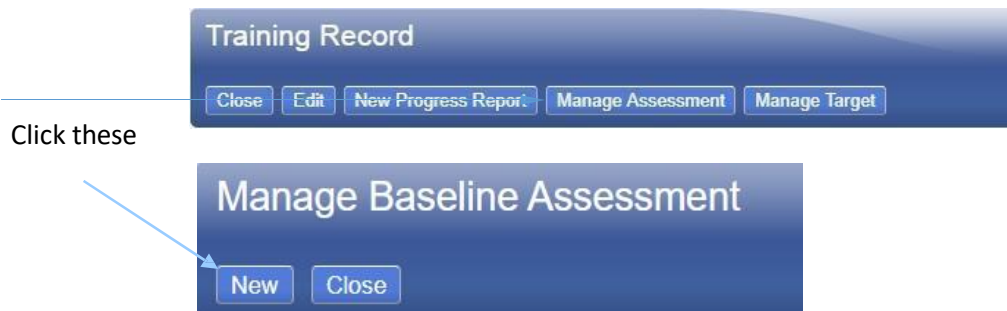


Progress menu



How to record an initial assessment

From a learner's training record, it is possible to record the results of their initial assessment. To do this, first click on Manage Assessment at the top of the page and then click the New button on the following page.



This will take you to the New/Edit Assessment screen. On this screen, you will be able to create a new assessment record. Enter the assessment subject (e.g Mathematics, English) into the assessment description field and then select a date. Please provide the outcome in the comments box and leave the level field blank as the dropdown menu does not include the required options. Finally, click the save button at the top of the screen to save the record.



Assessment

This section enables you to record assessments which lie outside of the qualification the pupil is undertaking but may be relevant to this pupils' learning e.g. Baseline Assessments. Assessments relating to the qualification should be recorded in the progress review section of the training record.

Assessment Record

Assessment Description:

Assessment Details:

Date	Level	Comments
<input type="text" value="dd/mm/yyyy"/>	<input type="text"/>	<input type="text"/>

How to record targets outside of a learner's qualification – optional

CLM can be used to record targets which lie outside of a learner's qualification, for example targets relating to attendance or punctuality. To do this, click on the Manage Target button at the top of the page when you are on the learner's training record. This will take you to the Manage Non Academic Targets screen.



Click here

Target

This target setting section can be used to record any target set for a learner which lies outside of their qualification e.g. Soft Skills Targets. Target grades relating to the qualification should be recorded within the progress section of the learners ILR.

Target Details

Target	Target Set Date	Target Reviewed Date	Target Achieved
--------	-----------------	----------------------	-----------------


Clicking the New button will allow you to create a new target.


Target

This target setting section can be used to record any target set for a learner which lies outside of their qualification e.g. Soft Skills Targets. Target grades relating to the qualification should be recorded within the progress section of the learners ILR.

Managing Target

Target Description:

Set Date: 

Target Date: 

Achieved:

On this screen, you can enter the target in the Target Description field. The Set Date should be the date on which you are setting the target, while the Target Date should be set to the date when the target should be completed. Finally, the Achieved drop-down menu should be set to no. This can be changed to yes when editing the target, if it has been completed.

Website

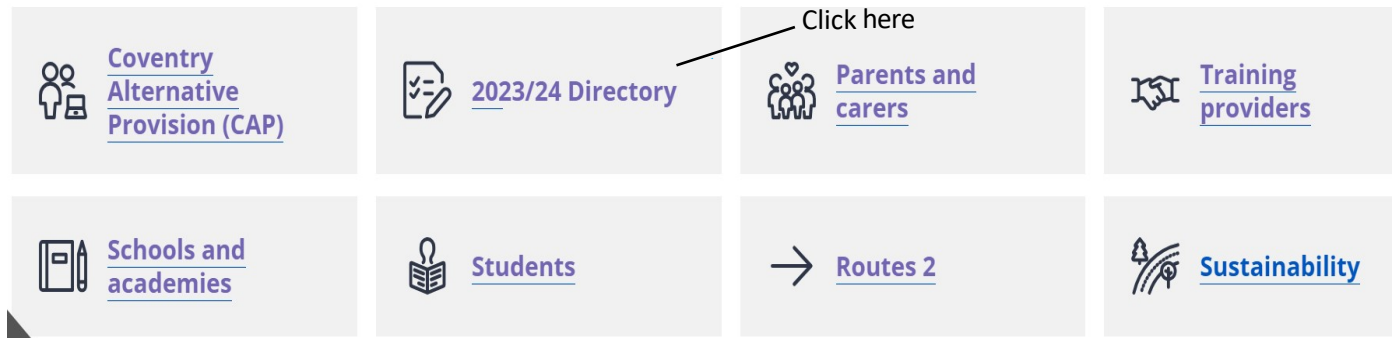
The Coventry Alternative Provision website can be found at [HERE](#). On this website, you can find a directory of the provisions offered by CAP, as well as the online forms needed to make an application or withdrawal.

This guide will cover the following topics:

- **How to use the online directory to find a course**
 - **Making an application**
 - **Withdrawing a student from a provision**

How to use the online directory to find a course

To access the online directory, first go to the CAP website as given in the link above. Then, scroll down the page until you see the 2023-2024 Directory icon.



Clicking this button will bring you to the front page of the directory. From here, you can view all of the courses in the directory available for primary and secondary schools, see below.

Information on Alternative Provision Directory 23/24

- [Primary School Provision](#)
- [Secondary School Provision](#)

Search the directory

Required fields are marked with an asterisk (*)

Keywords *

Category

Postcode

Search directory

Click to search

When searching for a specific course, you can use a combination of keywords, a category and the distance from a given postcode. Once you have set these, click on the Search button to search.

No matter which method you use, you will find yourself on the directory. The directory will show you courses which match the criteria you provided. Clicking on one of the courses will expand it, as well as providing a link to view the full details of the course.

Each course that is offered through CAP has its own page which informs schools of course content, qualifications, Contact details for the Training Provider and cost.

If you have used the key word search to check courses offered by a particular Training Provider the courses will be presented as shown below:

The following matches were found:

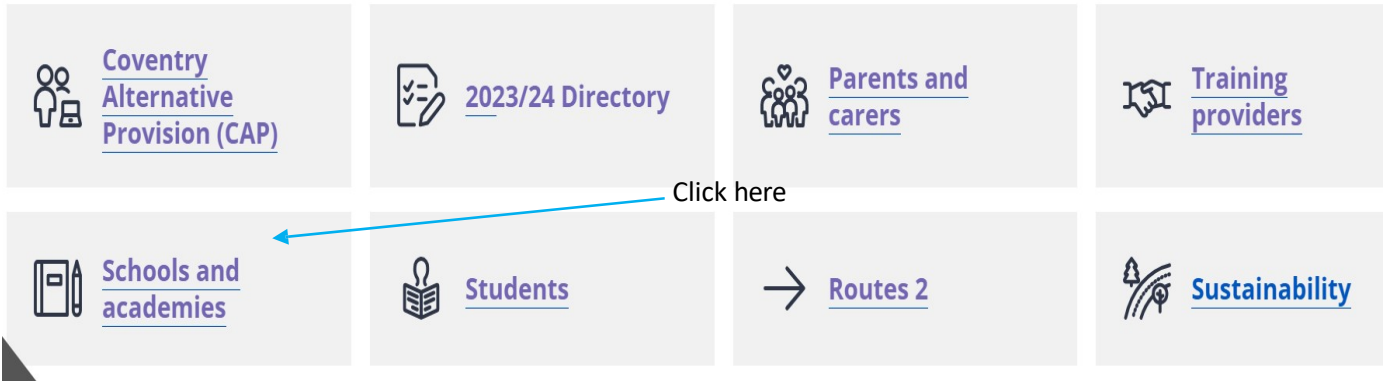
- **Protective Behaviours - Intuitive Thinking Skills**
- **Substance Misuse (Alcohol) - Intuitive Thinking Skills**
- **Confidence Building - Intuitive Thinking Skills**
- **Substance Misuse - Intuitive Thinking Skills**
- **Crime Reduction (Knife Crime) - Intuitive Thinking Skills**
- **Crime Reduction (OCG) - Intuitive Thinking Skills**
- **Employability Skills - Intuitive Thinking Skills**
- **Personal Development - Intuitive Thinking Skills**

Making an application

The online form to make an application can be found [HERE](#).

This link can also be found at the bottom of any course page in the directory.

To make an application through the website, please see the icon for Schools and Academies then, click the Application process. On this page you will see the links for both applications for Tier 1 and Tier 2 please select the relevant application form to apply for a Coventry Alternative Provision course.



Secondary Schools and Academies

[Home](#) | [Schools, libraries and learning](#) | [Schools and schooling](#) | [Coventry Alternative Provision \(CAP\)](#) | [Secondary Schools and Academies](#)

Contents

1. Welcome pack
2. Application process
3. Withdrawal process
4. Safeguarding
5. Quality Assurance and KCSIE
6. Staff

Click here

Application process

Tier 1

Apply for Tier 1.

Click here

Tier 2

Insight

Apply for Tier 2

Click here

Just below this, you can find the CAP risk assessment, which will be required as a part of the application.

CAP Student Risk Assessment

Coventry Alternative Provision provide a template Risk Assessment for schools to use if required. [Download and print the CAP Student Risk Assessment.](#)

If schools continue to use their own Risk Assessments they must be clear, detailed and relevant with updated information upon the point of referral.

Risk
assessment

We will not accept any risk assessments that have been completed longer than three months

At the top of the application, you can see the sections of the application form. As you complete each section, click Next to move to the next section.

Coventry Alternative Provision - application

Privacy statement Student details ⓘ Academic information Courses applied for Risk assessment Commissioning agreement

Parent/Carer agreed to application *

Yes

No

Please note that a * next to a section indicates that it is mandatory. As a part of the application process, you will be asked to provide a risk assessment – this must have been completed within the last three months at the point of referral. At the end of the last section, click the Submit button.

< Previous

* Cancel

✓ Submit

Withdrawing a learner from a provision

The form to withdraw a learner can be found [HERE](#).

Alternatively, from the School/Academy Guide page, click on withdrawal process and then on the online withdrawal form link.

3. Withdrawal process

Click these

Withdrawal process

[Submit a withdrawal form](#)

As with the application process, you can see each section listed at the top of the form. Click the Next button at the bottom of the page to move between the sections, and the Submit button when the form is completed. All of the questions on the Withdrawal form are mandatory.

CAP Tier 1 student withdrawal

Privacy statement

Details ⓘ

Cohort year *