

# Producing Quality Personal Education Plans (PEPs) - a workshop and forum

This course is designed for Designated Teachers and Social Workers who need to complete Personal Education Plans. It is led by the Norfolk Education Achievement Service's Virtual School for Children in Care.

## Course Outline

- One hour presentation
- Thirty minute workshop (optional but you will need to bring your own laptop)

## This Course will Cover:

- Support and guidance in completing an electronic PEP
- Setting SMART targets which have high aspirations
- Gathering the views of Young People, Parents and Carers
- Where to seek guidance and support in completing a PEP

## By the end of the course participants will be able to:-

- Navigate the electronic Personal Education Plan recording system
- Complete their section of the Personal Education Plan
- Write SMART targets
- Use the guidance provided at training to write a high quality and ambitious educational plan which meets the needs of each young person in their care

## Phase

Primary, Secondary & Special

## Audience

Designated Teachers for Looked After Children and Social Workers

## Trainers

Juliet Stokes  
Maxine Blocksidge

## Date

23/11/16 WNPDC  
18/01/17 PDC  
23/02/17 Kings Centre  
20/03/17 WNPDC  
26/04/17 PDC  
07/06/17 Kings Centre

## Time

1pm—2:30pm

## Venues

King's Lynn PDC  
Kings Centre Great Yarmouth  
Norwich PDC

## Cost

This course is fully funded and therefore free at the point of delivery. A fee of £25 per delegate will be charged for non attendance.

## Course Ref

23/11/16	TLS-1116-T089
18/01/17	TLS-0117-T035
23/02/17	TLS-0217-T020
20/03/17	TLS-0317-T025
26/04/17	TLS-0417-T003
07/06/17	TLS-0617-T010



For more information and to make a booking

[www.educatorsolutions.org.uk](http://www.educatorsolutions.org.uk) or call 01603 307710