

# 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

A one hour presentation and a 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 and Special

## Audience

Designated Teachers for Looked after Children, Social Workers

## Trainer

Juliet Stokes

## 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

## Ref No, dates, times venues

TLS-0917-T053	20/09/17 14:00 to 16:00	Norwich Professional Development Centre
TLS-1017-T035	31/10/17 14:00 to 16:00	Kings Centre, 30 Queen Anne's Rd, Great Yarmouth NR31 0LE
TLS-1117-T066	29/11/17 14:00 to 16:00	Green Britain Centre, Turbine Way, Swaffham PE37 7HT



**For more information and to make a booking**

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