

FOCUS/OUTCOMES	ACTIONS	WHO
CPD MATRICES		
To be complete for children and adult services	Completed matrices will identify SEND focused training needs for workforce.	[redacted]
LEVEL 4 EVALUATION		
Training will be evaluated at level 4	Tool will be developed that measures the impact of training on the lives of cyp and families	[redacted]
IDENTIFYING CPD RELATED TO SEND STATUTORY PROCESS		
CPD needs will be identified from review of EHC planning process	A Review of the EHC planning process will be completed taking into account experiences of workforce, CYP and families	[redacted] /SK/EG
	[redacted]	[redacted]
MAINTINING OVERVIEW OF CPD		
	A Log of completed training will be kept showing identified CPD needs to aid future CPD planning	All
PREPARING FOR ADULTHOOD		
Training/support to meet PfA priority to be provided	Information leaflets to be put on local offer	Lesley Gilson
	* check if leaflets have been through Information Group [redacted]	[redacted]

	PFA is looking at a suitable e-learning	LG/ [redacted]
SEND E-LEARNING		
All workforce working with CYP with SEND will have completed this	List of CFAS staff who have completed to be sent to EAH every month	[redacted]
	Managers (via HoS) to be notified of who has completed and ensure completion by all	EAH
	Information about completion to be circulated via SEND Newsletter	LG/EG
	SENCoS to record completion of SEND e-learning on SENCo Forum sign in sheet	[redacted]
	EY (PVI) Staff to record completion on Safeguarding and Inclusion Cluster Meetings sign in sheet	[redacted]
	[redacted]	[redacted]
	Certificate of completion to be available when completed via local offer - LG to explore with LO	LG
MCA E-LEARNING		
All workforce involved in decision-making discussions with YP with SEND will have completed this	List of CFAS staff who have completed to be sent to EAH each month	[redacted]
	Managers (via HoS) to be notified of who has completed and ensure completion by all	EAH
	Information about completion to be circulated via SEND Newsletter	LG/EG
	SENCoS to record completion on SENCo Forum sign in sheet	[redacted]
	e-learning to be accessible via local offer - need to liaise with LG	[redacted]
	Certificate of completion to be available when completed via local offer - need to liaise with LG	[redacted]
	set up on Health CPD system	[redacted]
	Staff who need to complete 1 day training will be identified via CPD Matrix.	[redacted]
AUTISM BASIC AWARENESS TRAINING		
All workforce involved with cyp with SEND will have completed this	Suitable e-learning to be identified in discussion with ASD Strategy Group (DONE)	EAH

	EY staff received training through area can further training be commissioned? (DONE)	[redacted]
	Existing training (IP)to continue to be advertised via bulletin (DONE)	[redacted]
	Consider additional training to focus on anxiety - link with IP training	EAH
UPDATES FROM TASK AND FINISH GROUP		
Activity will be fed into this group	Copy minutes to this group	EAH
	SENCo Induction Training	[redacted]
	NASENCo Training	[redacted]
QUALITY ASSURANCE WITHIN GROUP		
Group will monitor activity	Check group is confident it is making a difference	All
	Raise any worries/concerns	All
Model to link to SEF/SEND Strategy Aims/Outcomes		
Co-production		[redacted]

WHEN	PROGRESS UPDATE & ACTIONS
	04.02.2019
[redacted]	[redacted]
[redacted]	[redacted] sent apologies. Has emailed update
To be confirmed by [redacted]	Still on hold
[redacted]	Still to do
Ongoing	EAH/[redacted] met and revised summary log. Discussed with group. Feedback was positive. Suggestions for improvement were offered. TO DO - [redacted]
	To be finalised (beginning of April is the aim date)
	To be checked once finalised

	Aiming for end of Feb
Monthly	Will be taken over by the matrices and reminder in SEND newsletter Ellie sends out monthly
Monthly	TO DO - CCQMT manager to check if ECCHos have all completed SENDelearning
	TO DO - [redacted]
	[redacted]
	[redacted] to confirm
	[redacted]
	TO DO - Lesley Gilson to check with Local Offer group
	TO DO - Merge with above subheading
Sep-18	
	TO DO - Merge with above subheading

	EAH - to do
	[redacted]
	[redacted]
	To do - All to identify sub if unable to attend (as per Terms of Reference)
	[redacted]
	TO DO - [redacted] to update at next meeting

PROGRESS UPDATE & ACTIONS

17.12.2018

[redacted]

[redacted]

This is on hold until new colleagues in CCQMT have been appointed

[redacted]

TO DO - EAH to circulate to all and All to agree at next meeting how to revise in light of focus on SEF (possibly linking to 3 priorities - coproduction, SEN Support and PfA?)

Discussion of current summary log. Suggestions for improvement were given.

TO DO - EAH to circulate current log and all to update

TO DO - [redacted] and EAH to meet to discuss a revised spreadsheet

TO DO - LG/[redacted] - to confirm if this has now been done

TO DO - [redacted] - to confirm if this has now been done

TO DO - EAH to liaise with [redacted] re recording of training on monthly spreadsheet
TO DO - EAH to do above before issuing to HOS
TO DO - EAH to check she has done this!
[redacted]
[redacted]
Ongoing
TO DO - Lesley Gilson to check with Local Offer group
[redacted]
TO DO - EAH to do above before issuing to HOS
TO DO - EAH to check she has done this!
[redacted]
[redacted]
[redacted]
TO DO - [redacted] to discuss how this can be achieved with colleagues in [redacted]
[redacted]
DONE [redacted] - asked about exemption - agreed that this would need to be discussed and agreed by HoS

DONE
DONE
TO DO - EAH to seek further clarification from group (especially [redacted])
Attendance of group very low. Need to revisit purpose of group, map out what is currently happenign and make explicit links - also idnetify what new work is needed.
TO DO - EAH to add T&F group outcomes to this spreadsheet (possibly a separate tab)
[redacted]
[redacted]
Revisit next meeting
Revisit next meeting
[redacted]
TO DO - All to focus on at next meeting

PROGRESS UPDATE & ACTIONS

12.11.2018

[redacted] Everything on existing matrices will be copied across. This will identify mandatory skills needed by post holders.

[redacted]

[redacted]

This work is now being linked to wider projects within Business Transformation such as 'high needs' and 'short breaks'. It is important to understand not only the EHC planning process itself, but all other influencing factors. The customer journey mapping sessions have been

[redacted]

Lesley/[redacted] - can you please confirm if this has now been done...Thanks

EAH has sent list to HoS with request that their service managers ensure completion by all staff
Next step - reminder to be included in SEN Newsletter issued by Ellie - EAH to discuss with Ellie
Lesley - is this possible?
EAH has sent list to HoS with request that their service managers ensure completion by al staff
Future inclusion in SEN Newsletter EAH to speak with Ellie
Training module available through council learning site. Queries re PDA - Specialist Senior invited to add comment to clarify how PDA fits with ER assessment

DONE
This is done regularly
Still part of training advertised via FISH - need to clarify what the need is an who has the need?
Attendance not encouraging. Need to revisit a different approach. EAH to raise at 0-25 SEND Board
[redacted]
[redacted]
[redacted]
[redacted] discussed new paper - to discuss/share how to embed at future meeting.

PROGRESS UPDATE

24.09.2018

[redacted]

[redacted]

Date arranged (end of Oct) to hold sessions to discuss experiences of those involved with EHC planning process.

PfA booklets- are still in progress. They have been to TYLER, next is the Info Group (email update from LG)

Spreadsheet has been sent for Sept - has details about staff who have recently completed but not all - (as per previous emails sent by [redacted])
Comprehensive list of those who have completed SEND e-learning not yet ready.
Not possible yet
[redacted]
To be put n place
[redacted]
[redacted] added a certificate to the e-learning to be printed (email update from LG)
[redacted]
EAH sent email to HOS (19.10.2018) - not yet with completion list (aim for December)
To be set up once system for recording completion is in place
[redacted]
[redacted]
[redacted]
?? [redacted] sent apologies
[redacted]
[redacted]

