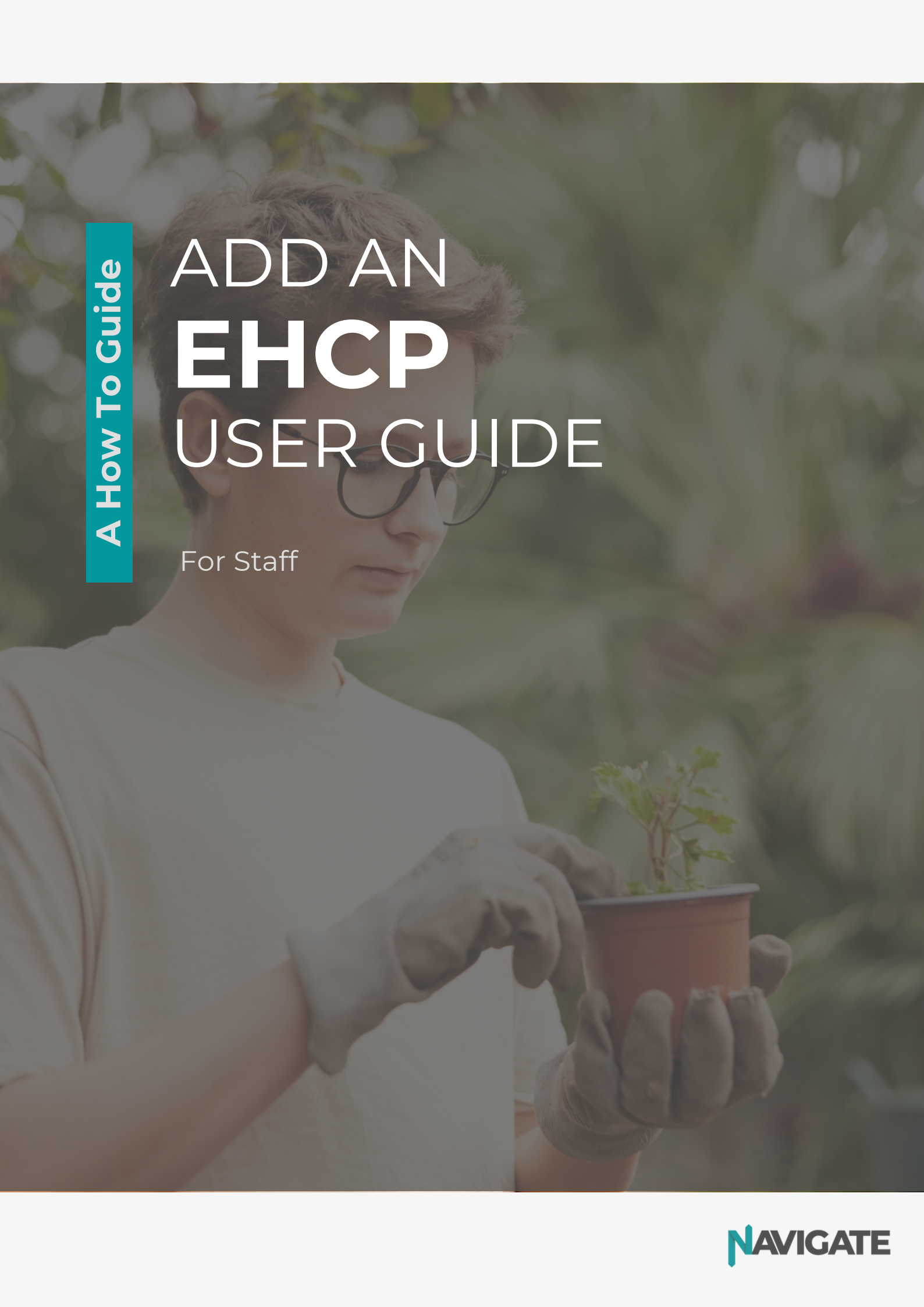


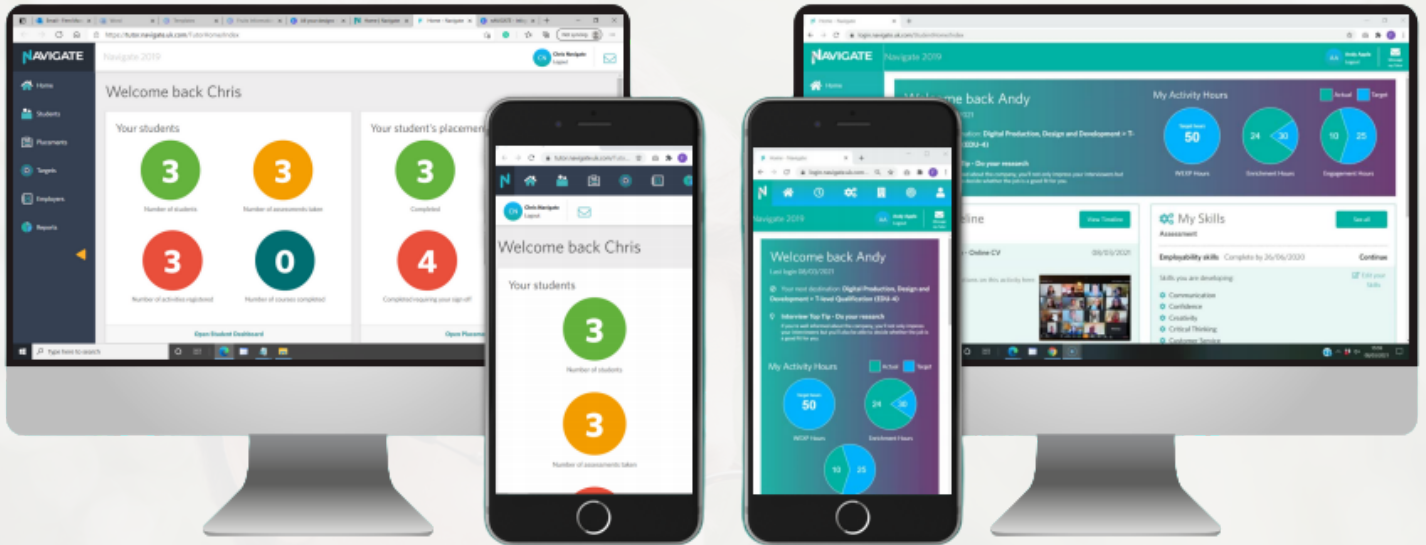


A How To Guide

ADD AN **EHCP** USER GUIDE

For Staff

Adding an EHCP to Students



On Navigate, an EHCP outcome is called a **TARGET**

Targets can be linked to one or more of the four EHCP themes:

1. **Learning & Development**
2. **Independent Living**
3. **Healthy Living**
4. **Community & Relationships**

Students can take an active role in their EHCP through the Navigate student portal. Here, they can record their activities and connect them directly to their assigned targets, providing evidence of their progress. This student-centered approach allows learners to actively participate in their EHCP journey.

Adding an EHCP to Students

Navigate 2021

Students

Select Tutor: Maxwell, Fern

Select Academic Year: Select Academic Year

Search for a Student

Learner Placement Statuses

Status	Count
Placement not required	0
Placement required	0
Seeking placement	5
Placement awaiting approval	0
Placement approved and pending	0
Placement active	0
Placement completed & awaiting sign-off	0
Placement activity completed for the year	0

Assessments

See All

1

To begin manually assigning a student with an EHCP, **search for the student in the students module.**

This will take you to the student record.

Student details

Title: Jenny Mulberry

* Email: jenny@navigate.com

Next Destination: Level 3 Qualification (EDU-4) > Beauty and Wellbeing

* Status: Placement awaiting approval

* Tutor: Maxwell, Fern

Employability skills: View Results

Update

Activity Tracking

Work Placement Hours

Annual Target	Actual	% Complete
375.00	0.00	0.00%

Enrichment Hours

Annual Target	Actual	% Complete
25.00	8.00	32.00%

Employer Engagement Hours

Annual Target	Actual	% Complete
25.00	0.00	0.00%

Placements

Beauty Box (Placement request awaiting approval)

Placement 22/08/2022 - 26/10/2023

Placement Co-ordinator: Fern Maxwell

Activities and Placement

Journal Entries

August 2022

- 16th Badminton Game (Enrichment Activity) College
I played badminton with my friends and it was a lot of fun. This is actually a hobby I wanted to sta...
- 2nd Donation Boxes (Enrichment Activity) College
I was part of the college team to help collect food donations. The food donations will be going towa...

Help

Targets

Add Target

EHCP

If this student has an EHCP, you can add it here.

+ Add EHCP

2

This is the student record.

At the bottom of this page, there is a **new EHCP panel.**

This is where you will add an EHCP against the student.

- **Click on 'Add EHCP'.**

This will open a slide out where you will begin filling out the details of the EHCP.

Adding an EHCP to Students

3

♥ Add an EHCP

Dates

Enter when this EHCP runs from and to, and when the next review date is - you'll be able to update these dates on the student record, We'll use these dates to remind you when to update any activities.

* EHCP Runs from:

* EHCP Runs to:

* Next EHCP review date:

* Staff member responsible for EHCP:

> Next

On the first page of the slide out,

- Specify the dates that the EHCP runs from and to,
- The next EHCP review date
- The staff member that will be responsible for the EHCP.

4

♥ Add an EHCP

Documents

Now enter a link to the students main EHCP document. This should be held on your wider network and the link will be displayed on the student's record within Navigate. You can also add a link to a previous review document if you have one.

Link to main EHCP document:

Link to EHCP review document:

< Back

> Next

On the second page of the slide out, you can **insert links to the main EHCP document and EHCP review document**

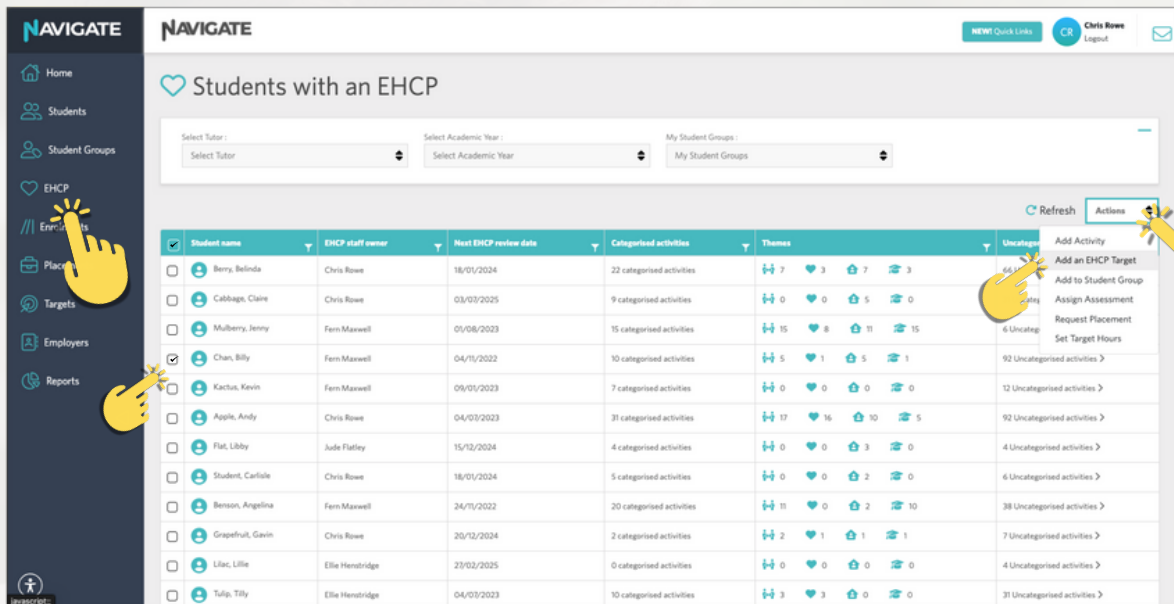
Adding EHCP Targets

Add an EHCP target to students individually or in bulk:

1

Log in to the Navigate staff site.

- Click on the "EHCP" module.
- Select an individual student by checking the box next to the student's name.
 - For bulk adding, check the box at the top to select all students
- Click on 'Actions' on the right.
- Click 'Add an EHCP Target'

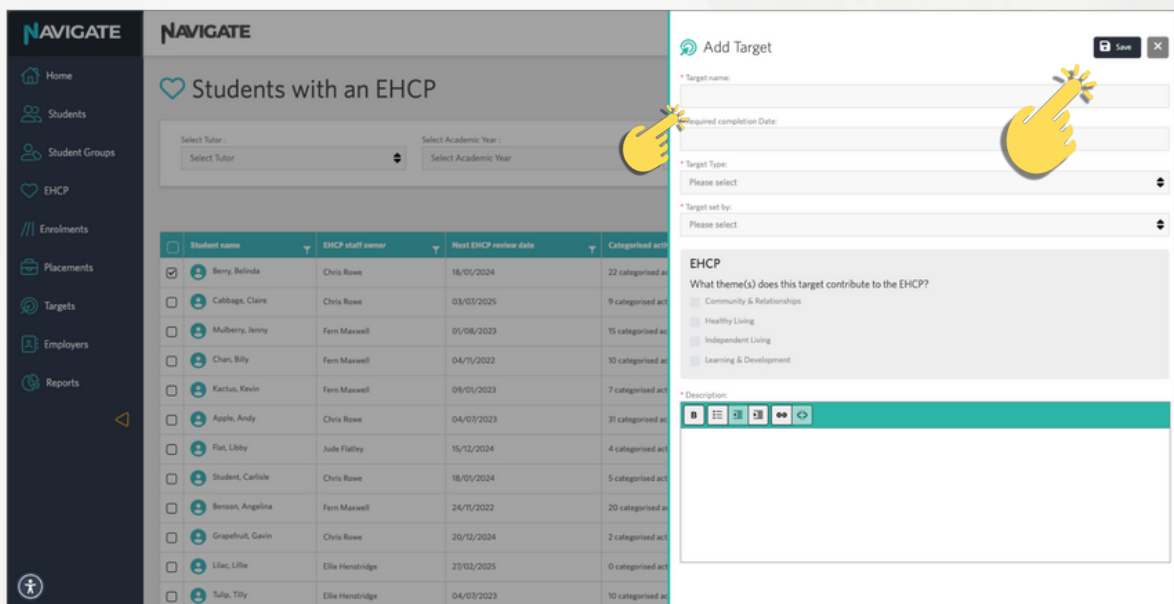


The screenshot shows the 'Students with an EHCP' page in the Navigate staff site. The left sidebar has the 'EHCP' module highlighted. The main table lists students with checkboxes for selection. The 'Actions' button is highlighted in the top right corner.

Student name	EHCP staff owner	Next EHCP review date	Categorised activities	Themes	Uncategorised activities
☐ Berry, Belinda	Chris Rowe	18/01/2024	22 categorised activities	7 3 7 3	46
☐ Cabbage, Claire	Chris Rowe	03/03/2025	9 categorised activities	0 0 5 0	0
☐ Mulberry, Jenny	Fern Maxwell	01/08/2023	15 categorised activities	15 8 11 15	6 Uncategorised activities >
☒ Chan, Billy	Fern Maxwell	04/11/2022	10 categorised activities	5 1 5 1	92 Uncategorised activities >
☐ Kactus, Kevin	Fern Maxwell	09/01/2023	7 categorised activities	0 0 0 1	12 Uncategorised activities >
☐ Apple, Andy	Chris Rowe	04/03/2023	31 categorised activities	17 16 10 5	92 Uncategorised activities >
☐ Flat, Libby	Jude Flatley	15/12/2024	4 categorised activities	0 0 3 0	4 Uncategorised activities >
☐ Student, Carlisle	Chris Rowe	18/01/2024	5 categorised activities	0 0 2 0	6 Uncategorised activities >
☐ Benson, Angelina	Fern Maxwell	24/11/2022	20 categorised activities	11 0 2 10	38 Uncategorised activities >
☐ Grapefruit, Gavin	Chris Rowe	20/12/2024	2 categorised activities	2 1 1 1	7 Uncategorised activities >
☐ Lilac, Lillie	Ellie Hembridge	23/02/2025	0 categorised activities	0 0 0 0	4 Uncategorised activities >
☐ Tulip, Tilly	Ellie Hembridge	04/03/2023	10 categorised activities	3 3 0 0	31 Uncategorised activities >

2

- An 'Add Target' form will pop up.
- Fill out the form.
- Click "Save" to add the target to the student's EHCP.



The screenshot shows the 'Add Target' form in the Navigate staff site. The form is open over the 'Students with an EHCP' table. The form fields include 'Target name', 'Required completion Date', 'Target Type', and 'Target set by'. The 'EHCP' section shows a list of themes to select from.

Student name	EHCP staff owner	Next EHCP review date	Categorised activities
☒ Berry, Belinda	Chris Rowe	18/01/2024	22 categorised activities
☐ Cabbage, Claire	Chris Rowe	03/03/2025	9 categorised activities
☐ Mulberry, Jenny	Fern Maxwell	01/08/2023	15 categorised activities
☐ Chan, Billy	Fern Maxwell	04/11/2022	10 categorised activities
☐ Kactus, Kevin	Fern Maxwell	09/01/2023	7 categorised activities
☐ Apple, Andy	Chris Rowe	04/03/2023	31 categorised activities
☐ Flat, Libby	Jude Flatley	15/12/2024	4 categorised activities
☐ Student, Carlisle	Chris Rowe	18/01/2024	5 categorised activities
☐ Benson, Angelina	Fern Maxwell	24/11/2022	20 categorised activities
☐ Grapefruit, Gavin	Chris Rowe	20/12/2024	2 categorised activities
☐ Lilac, Lillie	Ellie Hembridge	23/02/2025	0 categorised activities
☐ Tulip, Tilly	Ellie Hembridge	04/03/2023	10 categorised activities