

STUDENT AND TUTOR EDUCATIONAL PERFORMANCE SYSTEM (STEPS)

Learner report user guide

Fleet Tutors reports learner progress and achievement to our local authority and school clients on a weekly basis, and therefore needs tutors to complete the correct report on time and to correct standards. Learner reports are now completed through our new STEPS system. This guide is an explanation of how to complete learner reports. Details on standards for the content of the report are also shown below.

Deadlines for learner report submission

The number of hours shown in learner reports must tally with the hours shown on your timetable for AP learners.		
Service	Reporting requirement	Deadline
Alternative Provision (AP) & Supplementary Provision (SP)		
Daily – attendance to tuition co-ordinator 15 minutes into session. No later than 30 minutes after end of session		
Weekly - submit session reports no later than 8am Monday morning		

Learner report content

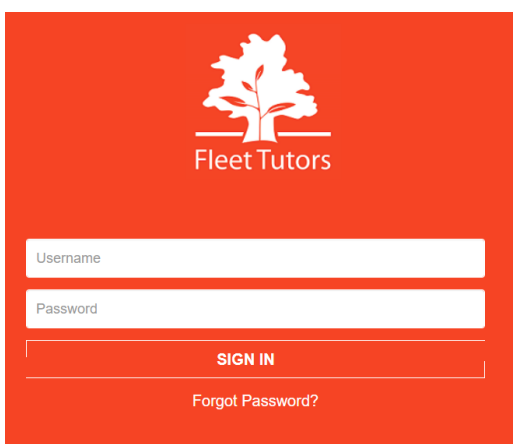
Learner reports consist of:

1. ILP (at start of programme initial assessment) *This should tie in with the assessment framework*
2. Session report (every session)
3. Progress report (every 6 weeks and end of tuition)

The end of tuition report is the same as the progress report, every 6 weeks and end of tuition.

Receiving learner reports

When your first session has been arranged you will be able to access the STEPS system via our online portal. The link for the login page is: www.steps.fleet-tutors.co.uk

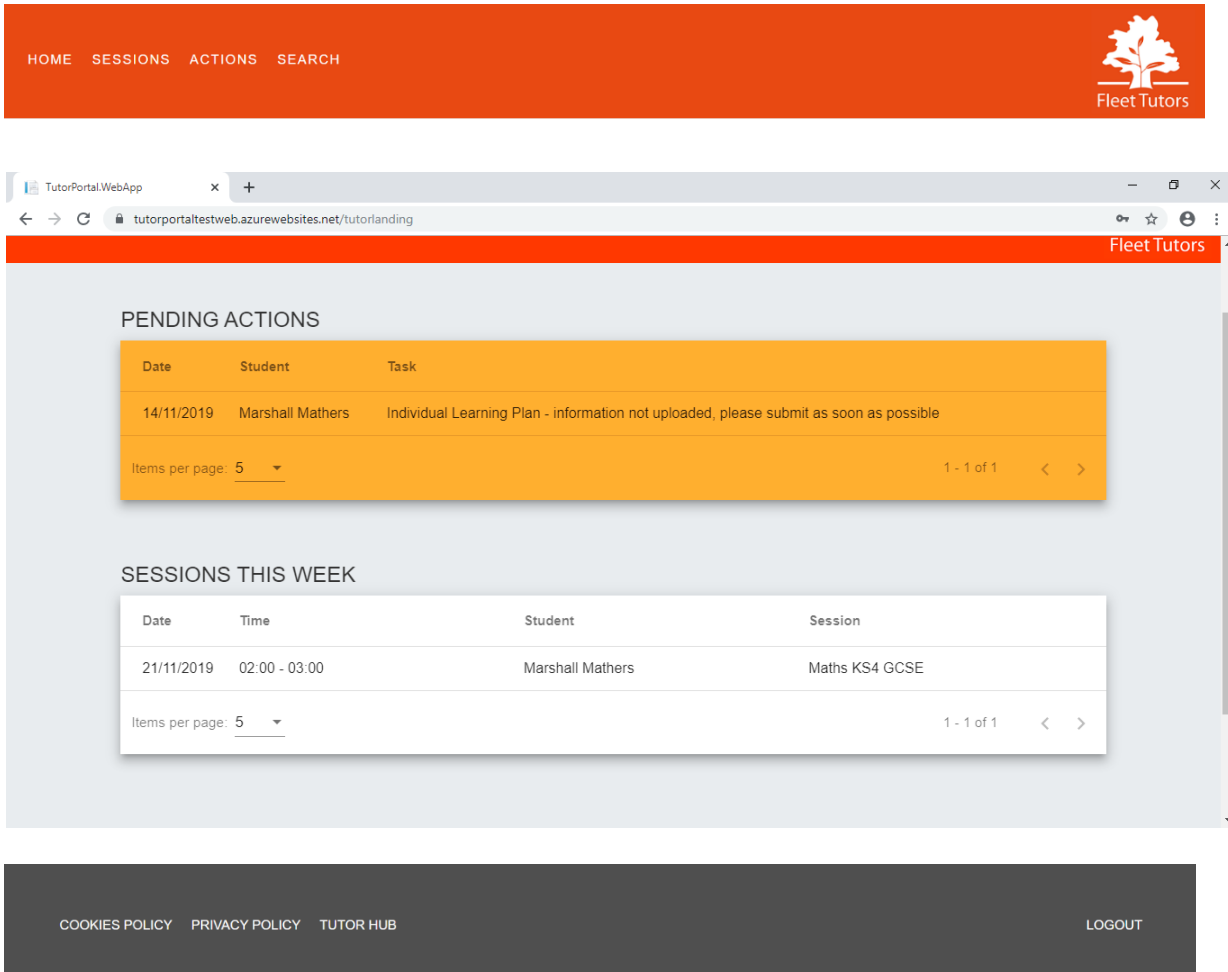


Login details will be sent via email once a placement is setup. The email contains a link for users to click and create a password (***the link has an expiry of 15 days and once used is no longer valid, the password must be created immediately***) Once created users can add their username and password then click sign in.

Tutors who forget their password, can click the option forgotten password and follow the steps.

What you see when logged into STEPS

Tutor Home Screen



The screenshot shows the Tutor Home Screen with the following elements:

- Navigation Bar:** HOME, SESSIONS, ACTIONS, SEARCH (left); Fleet Tutors logo (right).
- PENDING ACTIONS:**

Date	Student	Task
14/11/2019	Marshall Mathers	Individual Learning Plan - information not uploaded, please submit as soon as possible
- SESSIONS THIS WEEK:**

Date	Time	Student	Session
21/11/2019	02:00 - 03:00	Marshall Mathers	Maths KS4 GCSE
- Footer:** COOKIES POLICY, PRIVACY POLICY, TUTOR HUB (left); LOGOUT (right).

The title bar has four options:

- HOME – the screen shown above
- SESSIONS – shows today’s sessions (same as those shown on the home screen), sessions for the rest of the week, last week and next week.
- ACTIONS – shows the pending actions (same as those shown on the home screen) with an option to search in more detail)
- SEARCH – a search option for the sessions

The footing bar also has four options:

- COOKIES POLICY – will display the company’s policy on cookies
- PRIVACY POLICY – will display the company’s privacy policy
- TUTOR HUB – opens <https://www.fleet-tutors.co.uk/tutor-hub/>
- LOGOUT – logs users out of STEPS

Sessions

This is both the session data (learning and engagement objectives) **and** the timesheet for that session. This means the learner report will be the tutor's timesheet for the tutor to be paid. This is also the access point for the **Individual Learning Plan** and the **Progress Reports**. **Please note this is for Public Sector learners only (e.g. referred by LA's and Schools), if tutors work within the private sector (e.g. families), their timesheet will still be accessible through OASES.**

Select a session from the list, fill in the details, [Save] them and [Submit] them to Fleet Tutors.

Clicking on a session opens the **Tutor Reports** screen for the selected placement.

TUTOR REPORTS

Student: Marshall Mathers Tutor: ██████████ AP/SP: AP Placement ID: 78057

Individual Learning Plan (New) ▾

Sessions ▾

Progress Report ▾

The key stage and learning bands used throughout STEPs come from this table:

Key Stage	Learning Bands					School Year	School Age
	Band 1 W	Band 2 W+	Band 3 M	Band 4 M+	Band 5 E		
Pre KS1	W/P	W+/P	M/P	M+/P	E/P	N/A	Variable
KS 1	W/KS1	W+/KS1	M/KS1	M+/KS1	E/KS1	Years 1 & 2	5 – 7 years
Lower KS 2	W/LKS2	W+/LKS2	M/LKS2	M+/LKS2	E/LKS2	Year 3 & 4	7 – 9 years
Upper KS 2	W/UKS2	W+/UKS2	M/UKS2	M+/UKS2	E/UKS2	Year 5 & 6	9 – 11 years
KS 3	W/KS3	W+/KS3	M/KS3	M+/KS3	E/KS3	Year 7,8 & 9	11 – 14 years
KS 4	W/KS4	W+/KS4	M/KS4	M+/KS4	E/KS4	Year 10 & 11	14 – 16 years

Users **must** use this table when completing learner reports.

Individual Learning Plan (ILP)

The ILP is locked once the data has been submitted and approved by Fleet Tutors. The following data is collected:

- Date
- Target Key Stage and Learning Band
- Comments from Assignment Brief
- Target i.e. key stage, level or grade
- Tutor initial/diagnostic assessments

It is also possible to **view history** of changes made which shows the date, comment and the name of the person who made the changes. When an ILP is completed this is not claimable. Tutors must submit a session in order to claim for their time.

Example of the ILP screen:

Student Marshall Mathers Tutor [REDACTED] AP/SP AP Placement ID 78057

Individual Learning Plan (New)

Complete after first session with student. The initial/diagnostic assessment should show the level the student is working at now, their strengths and areas for development.

Date Target Key Stage Target Learning Band

Comments from Assignment Brief

Target i.e. key stage, level or grade

Tutor initial/diagnostic assessments

Save Submit

A submitted ILP is reviewed by a tuition coordinator or programme manager and either approved or rejected. Rejected ILPs will appear in the list of PENDING actions for tutors to action.

Timesheet & Attendance

There are three types of session:

- Tuition
- Set-up
- Review meeting

Tuition sessions will be prefilled for all AP learners – they are set up by the tuition coordinator.

The tutor enters the **subject** and, for tuition, the **attendance**:

- Present
- Late
- Rescheduled
- Absent*
- Tutor Absent*
- Authorised cancellation*
- Unauthorised cancellation*
- Tutor cancellation*

Attendance logged as Present, Late, Absent and unauthorised cancellation are chargeable sessions. Rescheduled, Tutor absent, authorised cancellation and tutor cancellation are not chargeable and therefore will not appear on your remittance advice slip. If a lesson is unable to proceed and needs to be rescheduled this must be logged. AP tutors will

need to notify their tuition coordinator for a new session to be added. SP tutors can amend the session time and date themselves.

The attendance options marked with an asterisk (*) must also provide a **reason**:

- Absconded
- Appointment
- Bereavement
- Carer cancelled
- Holiday
- Legal
- Medical
- Sick
- Refused
- Other/no reason

In addition, there is also a free-text **description** field which is optional, except where the user has selected “Other/no reason”. Tutors can save their attendance data without submitting their session information. This means attendance can be logged at the start of tuition; however, tutors can go back into the learner report to submit their session.

Sessions

There can be multiple sessions for each placement. Tutors can check the indicator in the bottom left-hand corner of the sessions screen to see how many sessions are available. Tutors can move between the pages of data. It is also possible to change the number of items that are shown per page. Lower values are best for smaller hand-held devices.

ID.	Date	Start	Finish	Session Type	Attendance	Subject	Action
60168	14/10/2019	05:00:00	06:00:00	Tuition	Tutor cancellation	Astrophysics	Edit Delete
60163	08/10/2019	05:00:00	06:00:00	2019-10-07T23:00:00.00		Science KS3 Secondary	Edit Delete
60164	09/10/2019	16:30:00	17:30:00	Tuition	Authorised cancellation	Science KS3 Secondary	Edit Delete

Items per page: 5 1 - 3 of 3 < >

[Add Session](#)

Tutors will see all their outstanding sessions that need to be actioned. Sessions that have been submitted and approved by Fleet Tutors will be greyed out and cannot be edited.

The session screen is split into four parts:

- Timesheet data with attendance
- Learning objectives (max 3) each with a key stage and learning band plus an overall learning comment
- Engagement objectives (max 3) each with a learning band plus an overall engagement comment
- Comments to Fleet – for notes the tutor wishes the tuition coordinator or programme manager to see but will not be shown to the client.

Like ILPs and progress reports, sessions can be [Saved] and [Submitted]. The session must be submitted as soon as

possible after the session has finished.

Example of Session screen:

Sessions ^

ID.	Date	Start	Finish	Session Type	Attendance	Subject	Action
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Items per page: 5 0 of 0 < >

Session - Add
At least one learning objective and one engagement objective must be provided per session. Please provide: clear, concise objectives specific to learning and engagement; comments only to be related to objectives and student progress; good spelling, punctuation and grammar; do not make personal observations or use the report to ask questions.

Date: Start: Finish:

Session Type: Subject: Attendance:

Learning Objective Current Key Stage Current Learning Band

Learning Comment

Engagement Objective Current Learning Band

Engagement Comment

Comments to Fleet

Progress Report

Each student can have multiple progress reports:

ID.	Grade	Date	Comments	Action
128		14/10/2019	£12= =	Edit Delete
124		10/10/2019	half-term just completed	Edit Delete
96		27/09/2019	progress dsdddsdsd	Edit Delete

Items per page: 5 1 - 3 of 3 < >

[Add Progress Report](#)

Tutors can select a report to [Edit] or [Add] a new one. Reports that have been submitted and approved will be greyed out and cannot be amended.

Each progress report contains the following information:

- Date of update
- Key stage and learning band
- Progress towards target
- Target for next period

A submitted progress report is reviewed by a tuition coordinator or programme manager and either approved or rejected. Rejected progress reports will appear in the list of PENDING actions for tutors to action.

Tutor Reminders (SMS or Email)

Tutors will receive automated reminders in the following cases:

- SMS: AP attendance blank – 15 minutes after the start of the session
- Email: AP attendance blank – 30 minutes after the end of the session
- SMS and email: AP attendance blank – 6pm same day (for morning sessions) or 9am next day (for afternoon sessions)
- Email: A summary of the week's sessions – highlighting any data that is missing which goes to AP & SP tutors– 6pm every Friday

Reminders are for those actions that will appear in the PENDING ACTION section on the Tutor Home Screen