



Tutor Guide to STEPS (Student and Tutor Educational Performance System)

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1. Introduction

Tutors use STUDENT AND TUTOR EDUCATIONAL PERFORMANCE SYSTEM (STEPS) to submit timesheets and learner reports. It includes STEPS Assessment for consistent progress reporting. (See *STEPS Assessment Guide for details.*)

This guide is an explanation of how to complete STEPS learner reports for Alternative Provision (AP), Supplementary Provision (SP) 1:1, 1:2 and 1:3 sessions.

a) Learner Reports

Learner reports and progress reports are available to Fleet Tutors' clients. Tutors need to complete all reports on time and to a high standard through Fleet Tutors' STEPS system only.

Submission times for all Learner Reports:

- Individual Learning Plan (ILP) are to be submitted within the first two sessions
- Session report after every session for individual learners or groups
- Progress Report every 6 weeks
- Final Progress Report at the end of the assignment.

b) Login

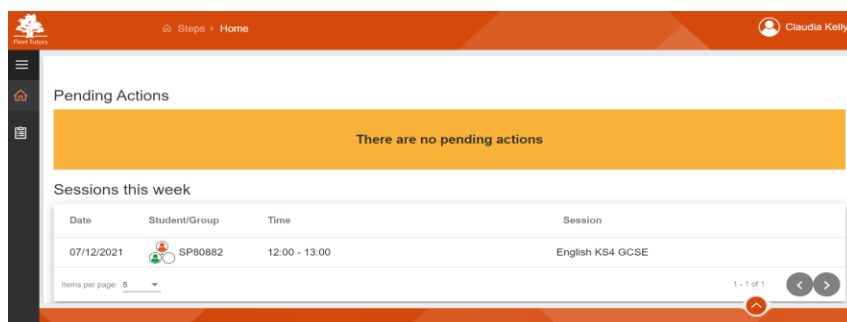
A Welcome to STEPs email is sent automatically when the first placement is set up (*after confirming the first session date*). This contains a link to click and create a password. The login page is: www.steps.fleet-tutors.co.uk

The link has an expiry of 3 days. If this happens, or if the password needs changing, use the "forgot password" option to generate a new one. If the email does not arrive, check junk email folder and ensure there are no mail rules in place to block emails from noreply@fleet-tutors.co.uk.



c) Home Page

After signing in, the 'Home Page' screen will be displayed as below:





The side bar has 3 options:

- 3 HORIZONTAL BARS - click the pin to expand the view.
- HOME – shows the page above and includes any pending actions.
- SESSIONS
 - HOME - displays sessions today, the rest of the week, previous week and next week.
 - SESSION SEARCH - displays a search option for past sessions.
 - PENDING ACTIONS - informs tutor of rejected reports and what needs to be completed before resubmission.

At the bottom of the Home Page screen, tutors will see three company information options:

- SITEMAP
 - Home
 - Pending Actions
 - Session Search
 - QUICK LINKS
 - Main company website www.fleeteducationservices.com
 - Cookies Policy
 - Privacy Policy
 - NTP Pack - guidance for clients/schools
 - CONTACT US
 - Company address, phone number and email
-

2. Timesheets and Sessions

Timesheets are linked to session reports. Submission of session reports secures payment for each session. When a session report is complete and submitted, Fleet Tutors reviews the report and approves or rejects it with comment to advise. Clients only have access to reports when reports have been approved.

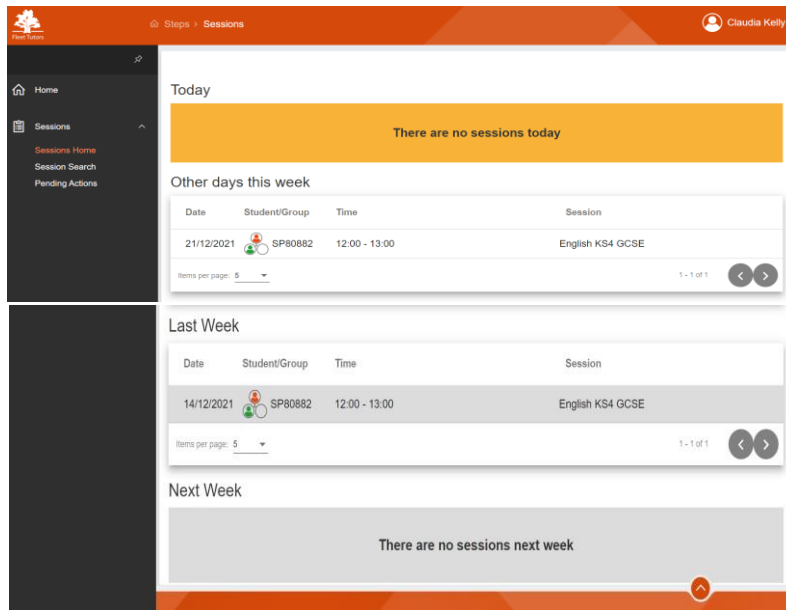
The sessions tab includes:

- a) Sessions Home
- b) Sessions Search
- c) Pending Actions

a) Sessions Home

Sessions Home displays the following:

- 1.** TODAY
- 2.** OTHER DAYS THIS WEEK
- 3.** LAST WEEK
- 4.** NEXT WEEK



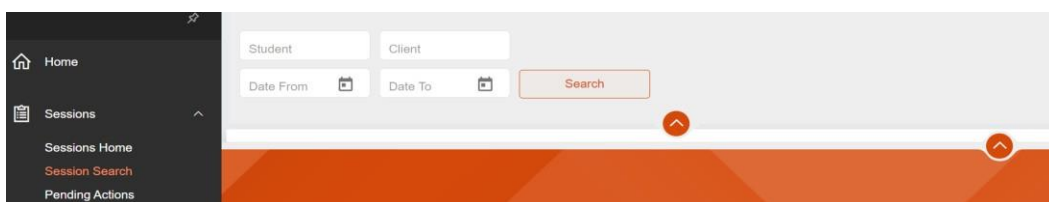
Each session is displayed by the date of session, the Learner/Group Number, the time of session and the session subject.

Individual learners will appear as one circle:

Groups of learners will appear as three circles with 1, 2 or 3:

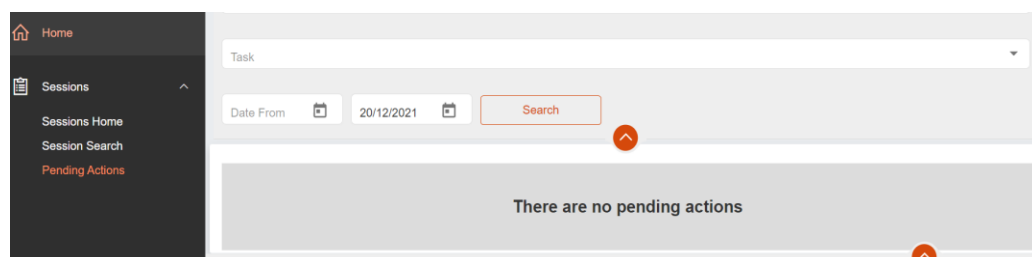
a) Sessions Search

Session search enables tutors to refer to previous sessions:



b) Pending Actions

Information about sessions that need to be amended, updated or have been rejected are shown in the task box. When sessions are rejected, tutors are notified with the reasons why and the next step:

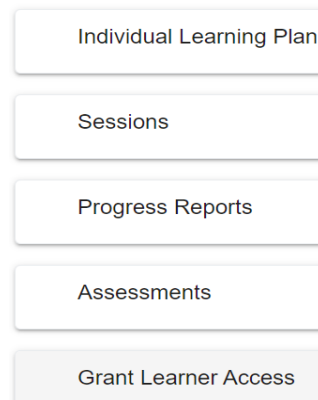


3. Completion of Learner Reports

Learner Reports include:

- Individual Learning Plan (ILP) are completed once at the start of tuition
- Sessions Reports are completed every session
- Progress Reports are completed every 6 weeks and at the end of tuition

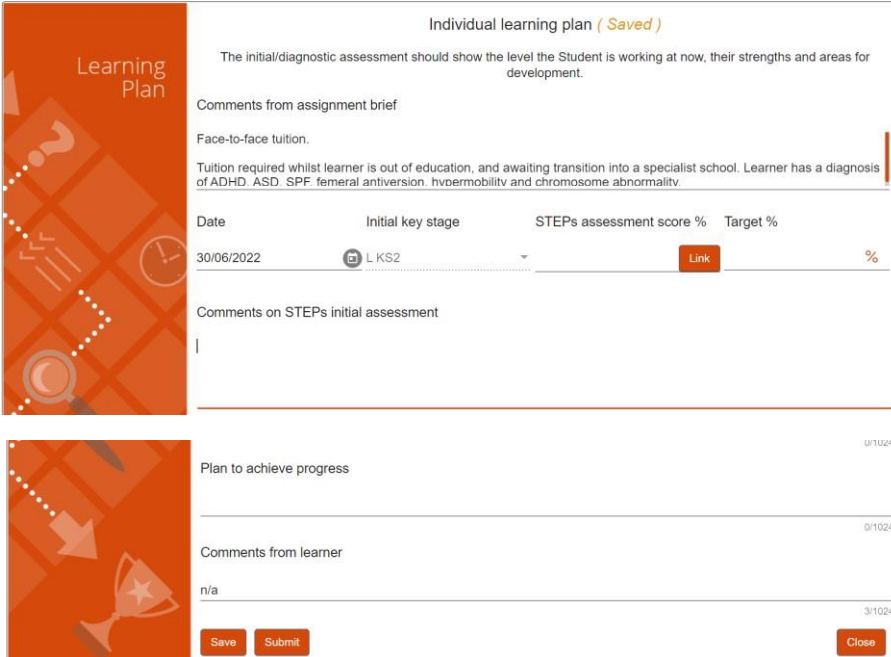
Go to the Home Screen and select the individual learner/learners for reports. The Tutor report screen will have lesson details at the top of the page with the following bands:



a) Individual Learning Plan (ILP)

All learners engaged in Fleet Tutors' education provision are provided with an Individual Learning Plan. The ILP is only written once during any assignment and submitted after the first or second session. The ILP sets out the plan for learner progress based on the Initial Assessment. The ILP is the starting point for learners and locked when the data is submitted.

Click onto Individual Learning Plan band to display the following:



Individual learning plan (Saved)

The initial/diagnostic assessment should show the level the Student is working at now, their strengths and areas for development.

Comments from assignment brief

Face-to-face tuition.

Tuition required whilst learner is out of education, and awaiting transition into a specialist school. Learner has a diagnosis of ADHD, ASD, SPF, femoral antversion, hvoermobility and chromosome abnormality.

Date	Initial key stage	STEPs assessment score %	Target %
30/06/2022	L K52	Link	%

Comments on STEP's initial assessment

Plan to achieve progress

Comments from learner

n/a

[Save](#) [Submit](#) [Close](#)

Comments from the Assignment Brief – pre-filled with information about the learner
Date – within 2 weeks of the start date of the assignment.

Initial Key Stage – determined by the age of the learner including ESOL learners and those learners who are not in school.

STEPS Assessment score % - percentage taken from the results of STEPS Assessment for maths, English and Science and the tutors' own professional assessments for all other subjects including ESOL learners *(The Link button next to this will give access to the results of STEPS Assessments. See STEPS Assessment Guide for more details.)*

Target – a minimum of 10% above the STEPS Assessment score and can be revised at each progress assessment.

Comments from the Initial Assessment – information from the results of the assessment that demonstrate learner knowledge and understanding to date, and topics/content that the learner needs to be taught.

Plan to achieve target – set out the topics/content to be taught along with relevant methodologies, resources, etc.

Comments from learner – summarise the learner's attitude to tuition or any comment the learner may make regarding tuition either directly or reported. *(This is only for comments the learner makes. Do not use this to extend the plan to achieve target.)*

Save ILP if unfinished

Submit when complete

Close

b) Session Reports

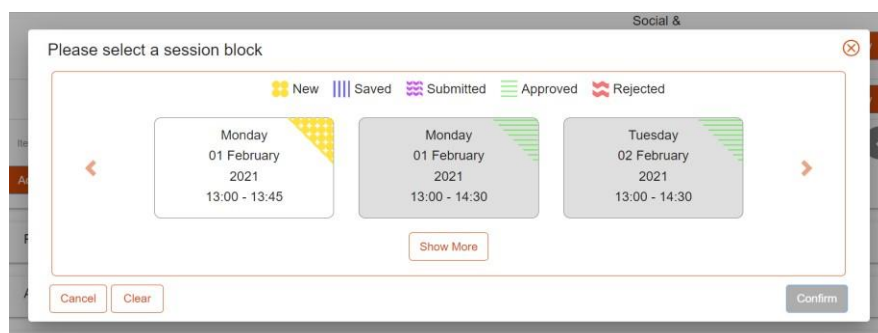
Session reports are completed after every lesson. When providing group tuition, the session report is completed for the whole group rather than each individual learner.

Please note: If learners are absent the attendance is the only field that needs to be completed. Leave the rest of the report blank.

Return to the Tutor report screen and click onto Session Reports. Use session button in the left-hand corner of the screen.

Add Session

The following screen will be displayed:



Select date, start and finish time of the lesson and Confirm to the Session Report below:



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 learner progress; good spelling, punctuation and grammar; do not make personal observations or use the report to ask questions.

Date	Start	Finish	Select Date	Session Type	Session Delivery	Subject
01 Feb 2021	13:00	13:45		Tuition		SEMH Learning - Social &

Attendance

Learning Objective

Attainment

0/1024

0/1024

Comment On Progress Towards Learning Objectives

Engagement Objective

Engagement

Engagement with learning objectives

35/1024

Attitude to session

19/1024

Engagement Comment

Comments to Fleet

0/1024

0/1024

Save Submit Close

The date, time and subject are filled with the details selected from previous screen, and tutors enter the details of the sessions as follows:

- Session Type – Defaults to “Tuition”
- Session Delivery – Select “Online in school” “Online at home” or “Face to face”/ “In person” as appropriate.
- Attendance – Click on “Attendance” and choose the appropriate option. If all learners are present, choose “Present” and this will populate all learners’ attendance, similarly for “Absent” PLEASE NOTE: When recording attendance for groups “Present” must be even if only 1 or 2 attend. Selecting “Absent” for both group and individual learners will reveal a drop-down box where tutors can choose relevant reasons for learner absence. The box to the right is a free text box where tutors can add text (e.g “Reason unknown”).

Group Attendance

Present

Attendance

Denis Menace Present

Gilbert O'Sullivan Absent Absconded Unknown

Tutors are paid for sessions logged as Present, Absent, Late and Unauthorised Cancellation. Tutors are not paid for sessions logged as Rescheduled, Tutor Absent, Authorised Cancellation and Tutor Cancellation. Tutors must contact their Tuition Co-ordinator to reschedule any lessons. They must not reschedule through the learner, carer or parent.



- Learning Objectives – Record what the learner/s is expected to achieve in the session. Tutors can add 1, 2 or 3 learning objectives. Learning objectives for groups are set for the group as a whole and not for individual learners. All learning objectives need to be SMART and appropriate for the age and level of the group.
- Comment on Learning Towards Learning Objectives – This is a record of what the learners achieved/did not achieve against the learning objectives.
- Engagement Objectives – These are pre-filled and only need a selection from the drop- down box to record the learner’s “Engagement with the Learning Objectives” and “Attitude to session”
- Engagement Comment – This is to make a brief comment on the learner’s attitude to learning
- Comment to Fleet – This option is an internal message to the Tuition Co-ordinators, Programme Managers and the Quality Assurance Team. Tutors can use this to log concerns about the session or request support. Clients do not see this section and it remains empty if there are no concerns, questions or messages to Fleet Tutors.

At the bottom of the page, there is an option to ‘Save’ at any time. When confident that all sections are complete, use the “Submit” button. Please note that a report cannot be amended after submission. Tutors must contact Tuition Coordinators or QA team for amendments.



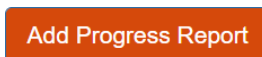
c) Progress Reports

Please note that Progress Reports must be submitted after 6 weeks and at the end of an assignment so that the client can see the value of the tuition.

The Progress Reports option is below the Session Reports.



Select ‘Add Progress Report’ which is in the bottom left-hand corner of the report to create a progress report for each learner.





Previous		Progress Report (Add)	
Progress date 11/02/2021		Must be completed every six weeks. Please record the progress for the six weeks just completed and set the target for the next six weeks. Set an assessment and link to progress report. End of tuition reports must comment on the whole tuition programme.	
Assessment score -		Date of update	Has the learner met the target set in the previous report?
Target -			Updated STEPs assessment score %
Plan to achieve progress SEMH: Integrate into the new placement and feel secure there. Enjoy school and learn to trust a wider range of peers and adults. Maths: Consolidate and move the new skills into algebra, shape and Higher Tier number and data topics. English: Consolidate editing skills and encourage reading of longer texts for information. Try to find humorous texts suitable for his age and emotional development that are not too 'childish' to appeal to him, for fiction reading. Revisit handwriting regularly (little and often) to reinforce his new, legible style.		<input type="text"/>	<input type="button" value="Link"/>
		Progress achieved to date	
			0/1024
		Plan to achieve progress	
			0/1024
		Comments from learner	
			0/1024

Progress reports contain the following information:

- Previous – this is the Plan to Achieve Progress from the ILP or previous Progress Report, the Assessment Score and the Target Score as a reminder of previous reporting.
- Date of report – completed by the tutor
- Has the learner met the target set in the previous report: dropdown box – yes or no
- Updated STEPS assessment score - an opportunity to revise the STEPS assessment score upwards if the learner has met the target. It is never revised downwards!
- Progress achieved to date – details of what topic/content that the learner is now able to demonstrate
- Plan to achieve progress – a new plan of action in terms of topics, content, knowledge, etc. you intend to teach
- Comments from the learner – to include the learner's own views/feelings about progress made. This can be direct quotes from the learner or reported comments.

It is important to remember the following when completing the Progress Report:

- Focus on the facts and avoid subjective and personal interpretation.
- Share and discuss progress with the learner and ask for their feedback.
- Agree realistic targets for the next period.

Reminders

- Tutors will be able to see amendments that need completion in PENDING ACTIONS on the Tutor Home Screen.
- Tutors cannot amend submitted reports, so it is useful to save and check for oversights and errors before submission.
- Poor spelling, punctuation and grammar is not acceptable and will result in rejected reports.
- Missing data and information will result in rejected reports.

Final note

All information/data contained in STEPS is moderated by Fleet Tutors' Quality Assurance team before clients can access the information. Therefore, all reporting through STEPS must meet Fleet Tutors Quality Assurance Framework.