ePEP Quality Assurance Process

If a PEP is rated as Red then it should not be uploaded to ICS
If the Outcomes section is rated as Red then the overall quality of the PEP is Red

When		What	Who	Action
Summer Term	July	Review Progress Reports in ePEP	Performance & Data Officer	• Contact Designated Teachers
		Review outcomes in all ePEPs – evidence of review by DT and that SMART outcomes are in place for new academic year	Virtual School Headteacher	• Approve for payment of PP+ • Reject and send message to DT to request further work and re-submission • Rate overall ePEP as RA or G
	July - August	Quality assure all ePEPs using QA audit tool	ESLAC Team Manager	• Share completed QA audit tool(s) with Designated Teachers • If overall rating RED then request re-submission of PEP for further QA by Friday 20th September/end of second week of term
Autumn Term	September	Review ePEPs previously rated RED using QA audit tool	ESLAC Team Manager/Assistant Manager	• Share completed QA audit tool(s) with Designated Teachers • If overall rating RED then arrange face to face support within 2 weeks (until ePEP is rated AMBER or GREEN)
	December	Review Progress Reports in ePEP	Performance & Data Officer	• Contact Designated Teachers
		Review outcomes in all ePEPs – evidence of review by DT	Virtual School Headteacher	• Approve for payment of PP+ • Reject and send message to DT to request further work and re-submission • Rate overall ePEP as RA or G

Spring Term	April	Review Progress Reports in ePEP	Performance & Data Officer	• Contact Designated Teachers
		Review outcomes in all ePEPs – evidence of review by DT	Virtual School Headteacher	• Approve for payment of PP+ • Reject and send message to DT to request further work and re-submission • Rate overall ePEP as RA or G

Mid-year	Quality assure ePEP submitted using QA audit tool	ESLAC Team Manager/Assistant Manager	• Share completed QA audit tool(s) with Designated Teachers • If overall rating RED then request re-submission of PEP for further QA within 2 weeks of date of QA review

Summer Term	July	Review Progress Reports in ePEP	Performance & Data Officer	• Contact Designated Teachers
		Review outcomes in all ePEPs – evidence of review by DT and that SMART outcomes are in place for new academic year	Virtual School Headteacher	• Approve for payment of PP+ • Reject and send message to DT to request further work and re-submission • Rate overall ePEP as RA or G
	July - August	Quality assure all ePEPs using QA audit tool	ESLAC team manager	• Share completed QA audit tool(s) with Designated Teachers • If overall rating RED then request re-submission of PEP for further QA by Friday 20th September/end of second week of term

On-going – ESWs check for completion of ePEPs and that PEP reviews have been arranged