

## **INDIVIDUAL LEARNING PLAN (ILP) POLICY**

### **PURPOSE:**

An ILP (Individual Learning Plan) supports students to actively engage in the learning process, build necessary skills, achieve success in various aspects of the curriculum and come to understand their own learning strengths in ways that enhance their learning competence and confidence. All students who have an ILP will access the Victorian Curriculum.

### **GOALS:**

- 1.1 To identify students' point of learning.
- 1.2 Provide for students individual learning needs to ensure they show growth in the learning and achievement.

### **GUIDELINES:**

- 2.1 Identify a students' strengths, challenges and interests, both at school and at home.
- 2.2 Document a set of SMART (Specific, Measureable, Achievable, Realistic and Timely) goals and learning objectives.
- 2.3 Establish strategies and practices to support the student both at home and at school.
- 2.4 Individual Learning Plan (ILP) meeting are to be conducted each term until ILP is signed off as no longer required.
- 2.5 Individual Learning Plans are to be signed by both the teacher and the parent / guardian.
- 2.6 Copies of individual learning plans are to be kept in student files and in the ILP folder on the college network (g:drive).

### **IMPLEMENTATION:**

- 3.1 Individual Learning Plans (ILP) will be written for the following students:
  - Prep students who have a formal diagnosis that effects their learning.
  - Year 1 /2 students who are identified to be more than 6 months below expected levels.
  - Year 3 -6 students who are identified to be more than 12 months below expected levels.
  - Year 7 – 9 students who are identified to be more than 18 months below expected levels.
  - Students from an Aboriginal and Torres Strait Islander background.
  - Students from an English as a Second Language background who have been in Australia for less than two years.
  - Students living in "out of home" care.
  - Students who have been on the PSD (Program for Students with Disabilities) program but are not longer eligible for assistance.
  - Students identified as requiring an ILP by their teacher/ parent/ carer.

- Students who were on an ILP the previous school year.

3.2 All stakeholders (parent/ carer, student, teacher and other professionals) will have the opportunity to attend these meetings to contribute to the development of the ILP (Individual Learning Plan).

3.3 An invitation will be sent to all participants at least one week before the meeting.

3.4 When a parent is unable to attend a designated meeting the ILP (Individual Learning Plan) will be sent home for signatures / comments and an explanation will be provided by teacher via a phone call or email.

3.5 A signed copy of the plan will be placed in the student's file and provided to all participants.

3.6 An electronic copy will be placed in the ILP folder on the college network (g:drive)

3.7 ILP meeting will be conducted each term.

<b>EVALUATION:</b>
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4.1 The ILP (Individual Learning Plan) of a student is an on-going document. Any proposed changes to the ILP needs to be discussed and agreed to by all relevant stakeholders.

4.2 This policy to be reviewed as part of the college's two year review cycle, individually, in teams and with the community in 2019.