ICT ASN Support

Accessing the Service and Meeting Dates

ICT ASN Support should be sought where a TAC has been held for a child and it has been agreed that personal access to ICT is <u>essential</u> to support their learning and ICT provision within the establishment cannot meet these needs.

Where it is decided that a referral should be completed. It is essential that the ASLOT/ICT ASL Service cover sheet is used. This cover sheet gives Business Support and the ICT ASL Service the information required to process the referral in an appropriate manner. This cover sheet should be sent to the IAS mailbox, IAS@falkirk.gov.uk alongside the following paperwork:

- Child's Plan Form 4 – Child or Young Person's Plan
- Child's Plan Form 6 – Minutes of Meeting

The above paperwork should indicate the child's ability to use ICT to support their learning. The Form 4 should show targeted skills development in relation to ICT.

Sending a referral:

To: IAS@falkirk.gov.uk

CC: Please do not copy this information to any others.

Subject: 'ICT ASL Referral'+ 'School Name' e.g. ICT Referral Antonine

<u>A new email should be sent for each referral. Please do not attach multiple referrals to a single email. This ensures that all of your paperwork is printed and stored together for assessment.</u>

Attachment: Files should be sent in .docx format (Microsoft Word) and must be password protected. This means that forms may be unsigned – it is assumed that a signed copy is held by the referrer. Signature boxes must contain the statement **'Signed by '*****' on 'date"** (unless you hold digital signatures of staff)

The password should ICTASN.

Password protecting a file in Microsoft Word:

You can protect a document by using a password to help prevent unauthorized access.

1. Click the **File** tab.
2. Click **Info**.
3. Click **Protect Document**, and then click **Encrypt with Password**.
4. In the **Encrypt Document** box, type a password, and then click **OK**.
5. In the **Confirm Password** box, type the password again, and then click **OK**.
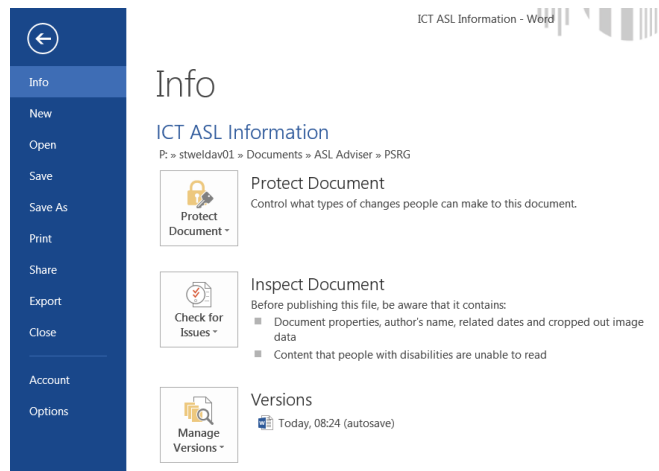
Note:

- Passwords are case-sensitive. Make sure that the CAPS LOCK key is turned off when you enter a password for the first time.
- If you lose or forget a password, Word cannot recover your data

After Sending:

Once your referral has been sent you will receive an email from the IAS Mailbox to confirm receipt. You should retain this for your records.

Referrals will then be assessed and contact with the referrer will be made by email regarding next steps.

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