

Coventry Alternative Provision Systems Guidance

2026/2027

Introduction

As part of our commitment to leading the delivery of Alternative Provision for Schools and Academies in Coventry, our service has embarked on a comprehensive approach to fostering collaborative success. This involves actively identifying and implementing the most effective strategies for sharing information and ensuring all stakeholders are empowered to access accurate statistical data relevant to their students.

We recognise that safe, secure, and reliable file transfer is not just a technical requirement—it is a foundational component of the trust and transparency we strive to uphold across our partnerships. Whether between Schools, Academies, or Delivery Providers, our priority is to protect student data while enabling smooth and timely exchanges of essential information.

Equally important to our mission is the consistent and meaningful recording of daily student engagement, learning outcomes, and overall progress. We believe that a strong data-driven approach allows us to continually evaluate and improve our service provision, ensuring that every student benefits from tailored, effective support.

To ensure all members of our extended team have a clear understanding of how best to utilise our systems and uphold our standards of practice, we have developed this guide. It serves as a detailed resource for both Schools/Academies and Delivery Providers, outlining the key processes, expectations, and tools designed to streamline our collective efforts and reinforce a shared vision of educational excellence within Alternative Provision.

Datalocker

This site is designed for transferring files to and from various services at Coventry City Council. When Schools/Academies and Delivery Providers work in partnership with Coventry Alternative Provision there will be a designated staff member, decided by the establishment, who will be issued with a log in to this system. The designated employee will then be responsible for the transferring of files to and from the Coventry Alternative Provision Service.

The transferring of files can be anything from; *(list is not exhaustive)*

- Student support plans
- Educational Health Care Plans
- Risk Assessments
- Updated Contact information
- Meeting Minutes
- Social Care reports
- Safeguarding Concerns
- Behaviour/Attendance concerns
- Financial Audits
- Invoices
- Tracking

There may be occasion where the secure transfer of other documents is required. It is recommended that Datalocker is used to replace encrypted emails.

Our service will use this system when sending any attachments to your establishment.

Please be mindful that Datalocker will only allow the transfers outlined below;

- Coventry Alternative Provision to Schools (CAP Coordinator or DSL)
- Coventry Alternative Provision to Providers (CAP Coordinator or DSL) Schools to Coventry Alternative Provision (CAP)
- Providers to Coventry Alternative Provision (CAP)

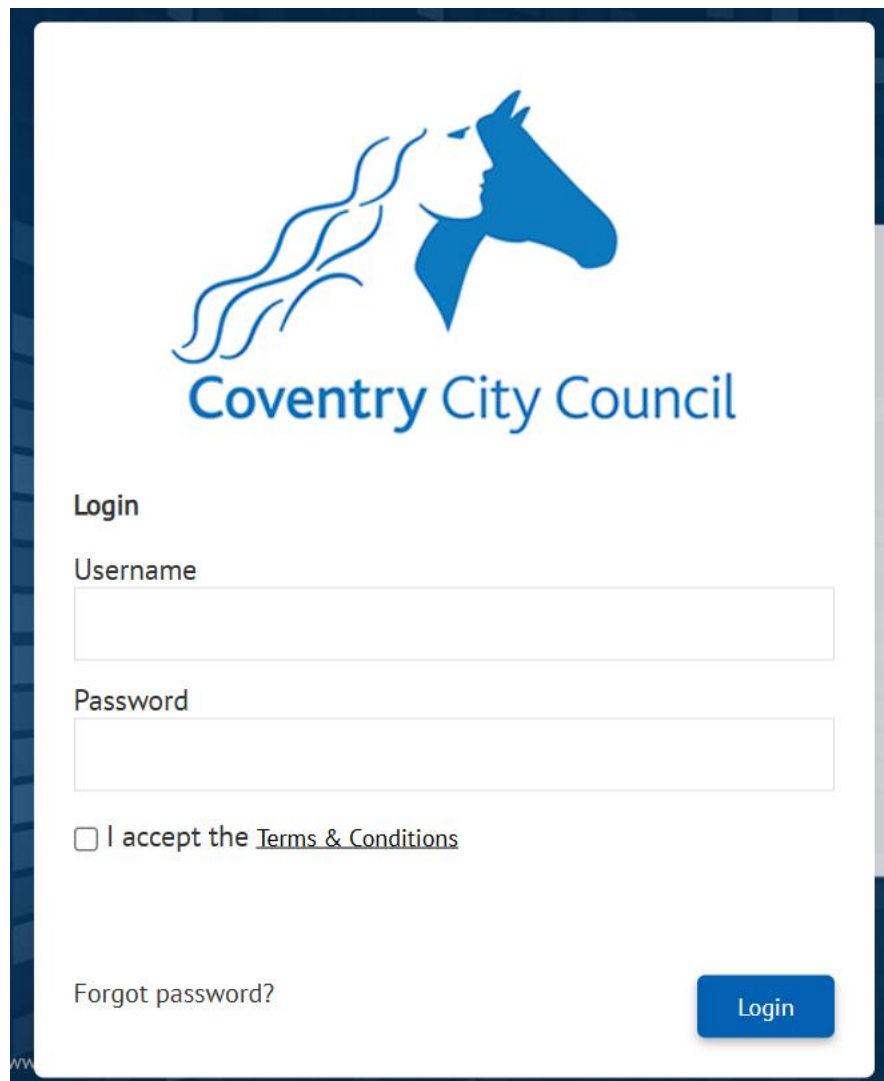
Please be mindful that Datalocker will NOT allow the transfers outlined below;

- Schools to Providers
- Providers to Schools

When you start working in partnership with Coventry Alternative Provision following your initial meeting/training session you will be provided with a log in to the system. This will be issued the Data locker Support Team and will be received into your work email inbox along with the link to the site. This is also provided below;

<https://datalocker.coventry.gov.uk/Login.aspx>

When you enter this site you will find the logging in page, see below;

The image shows a screenshot of the Coventry City Council login page. At the top, there is a blue silhouette of a horse's head facing right, with the text "Coventry City Council" in blue below it. The page has a dark blue border. The login section is titled "Login" and contains two input fields: "Username" and "Password". Below these fields is a checkbox labeled "I accept the Terms & Conditions". At the bottom left, there is a link "Forgot password?". At the bottom right, there is a blue button labeled "Login".

Coventry City Council

Login

Username

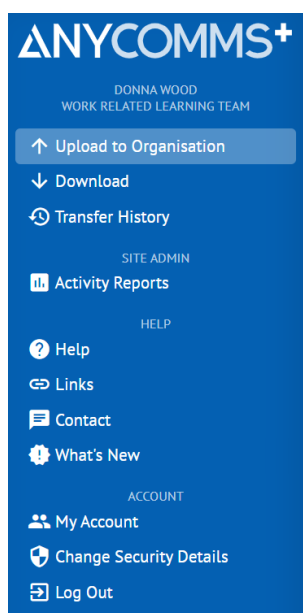
Password

☐ I accept the [Terms & Conditions](#)

[Forgot password?](#)

Login

Please use the Username and Password that has been provided by the Data Locker Support team.



Upload to Organisation

Select Files

Upon logging into the system, you will always see the page above. Please note we have redacted this account information for the purpose of the example. Ordinarily your name will be in these areas.

Although there are a number of options on this page there are only 2 icons that you will be required to use for secure file transferring. These are;

Select Files – this is used to share documents with WRL

Download – this is used for WRL to share documents with schools/providers

Now let's look at how we complete these tasks;

Once you have selected the file the format of the page will change to this;

Upload to Organisation

Select Files

☐ Upload by organisation type

SELECT RECIPIENTS

Copy top organisation to all Copy top role to all Copy top description to all

File Name	Recipient Organisation	Recipient Role	Description	Remove
A62FA81E-86B3-4B96-B97D-C07E5278B730.PNG	Select Filter	Filter		Remove

The name of the selected file will show here.

Click the drop down to select the recipient organisation, which is CAP

Select CAP for recipient role.

Please add a description that allows the team to identify who it is for.
For example;
CFC DW- Cause for concern with student initials

If the wrong file is selected please click remove.

If you are transferring more than one file at a time you can use the icons at the top to autofill the fields in. See 'Copy all top organisations to all', 'Copy top role to all' and 'Copy top description to all'.

To add more files return to Select Files at the top of the page and these documents will appear below the first one in the format above.

Once you have selected your files and completed the transfer data please click upload files.

You will then be asked to confirm the transfer. Once this is confirmed the files have been transferred.

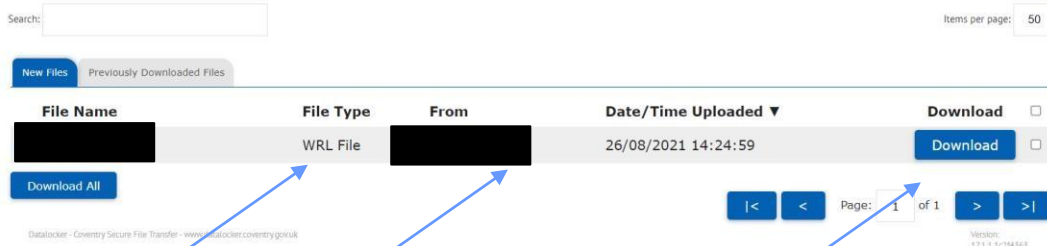
Receiving file(s) from CAP

Once logged into the system click the icon 'Download File(s)'.



Downloads

There is 1 new file available for you to download. To download a file tick on the box next to it and then click on Download Selected. Alternatively, click the Download All button.



This will give you an idea of what the file is.

Here you will see who has sent the file and the file details.

Select the files you would like to download and then click download. Alternatively 'Download all' on the left-hand side.

Once you have downloaded a pop up will appear at the bottom of your screen with all downloads in. You can now view and save these documents.

CLM

CLM, short for Collaborative Learning Manager is the current system used for all recording of attendance, achievement and student progress on a central platform enabling all schools, providers and WRL team to access the data. When a schools and providers start to work with WRL, designated staff will be provided access.

CLM should be completed each training day by providers and checked daily by schools who are then responsible for processing any absences. In this guidance to make each role easier to understand we will give an overview for school staff and provider staff separately.

Upon receiving your access details from WRL admin staff you will also be provided with the link to the website, this is also provided below;

Schools-

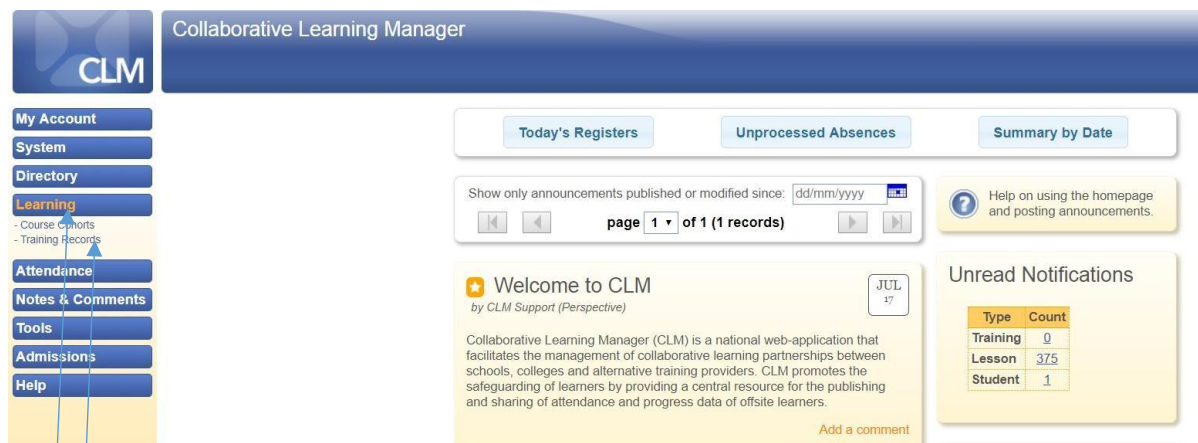
- How to check a learner training record /What's on the breakdown
- How to check daily attendance (register) – How to add a note to share information
- How to process absences
- How to check the Progress of units and Qual
- How to download reports on template
- Mail Merge the report

Providers –

- How to check a learner record/ where to find the emergency contacts etc.
- How to complete daily attendance
- How to add notes
- Contribution – optional
- How to update progress of units and qualification (check that qualification is correct)
- How to record an initial assessment
- How to record targets outside of a learner's qualification - optional

How to check a learner training record /What's on the breakdown

From the menu on the left, click on Learning and then on Training Records.



Collaborative Learning Manager

CLM

My Account
System
Directory
Learning
- Course Cohorts
- Training Records
Attendance
Notes & Comments
Tools
Admissions
Help

Today's Registers
Unprocessed Absences
Summary by Date

Show only announcements published or modified since: dd/mm/yyyy

page 1 of 1 (1 records)

Welcome to CLM
by CLM Support (Perspective)

Collaborative Learning Manager (CLM) is a national web-application that facilitates the management of collaborative learning partnerships between schools, colleges and alternative training providers. CLM promotes the safeguarding of learners by providing a central resource for the publishing and sharing of attendance and progress data of offsite learners.

Add a comment

Unread Notifications

Type	Count
Training	0
Lesson	375
Student	1

Click these

This will bring you to the Training Records page, on which you will see a list of students as well as details regarding the provider(s) they attend and an overview of their attendance. By default, this will list all of your students, however you can filter this list by clicking on the blue buttons at the top of the page. Alternatively, you can click on one of the training records to view that record.



Training Records

Show: ☒ Attendance ☐ Progress ☐ Appraisal ☐ Contrib ☐ LILN ☐ Grade ☐ SLE ☐ Assessment ☐ Target

Show Active School: The City of Leicester College Records per page: 20 Sort by: Learner (asc), Start date (asc)

page 1 of 4 (80 records)

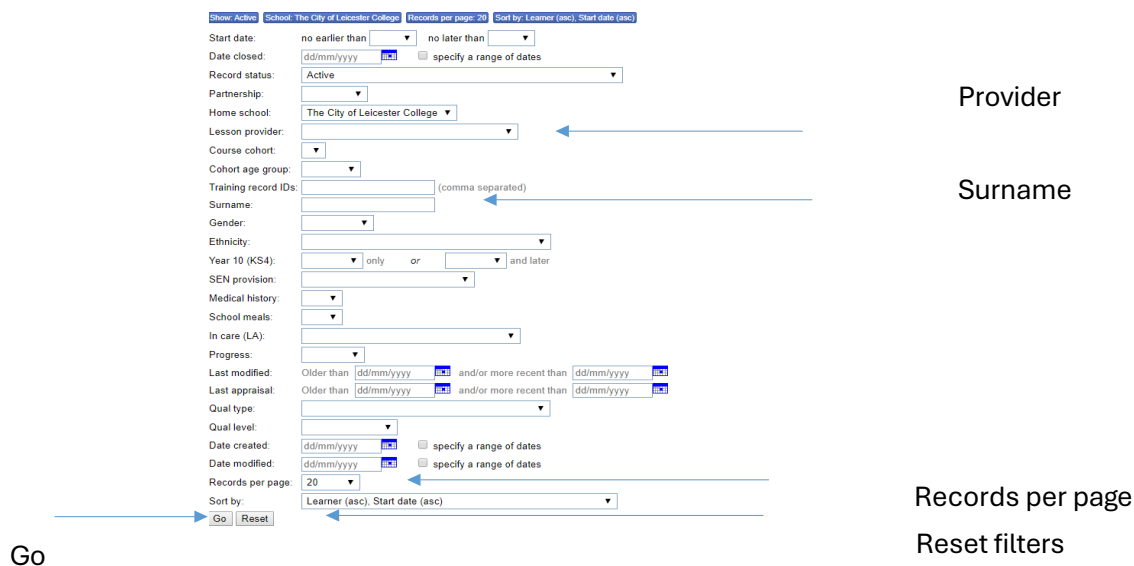
Learner		Training Dates		Course Cohort		Attendance									
Name	KS4 School	Start	End	Provider	Start Date	Title	registers taken	total attendance	present	late	absent	present	absent	present	absent
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	194	189	173	16	2	3	15%		
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	92	90	77	13	2				
[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	[redacted]	92	92	91	8					

Filters

Training records

Attendance summary

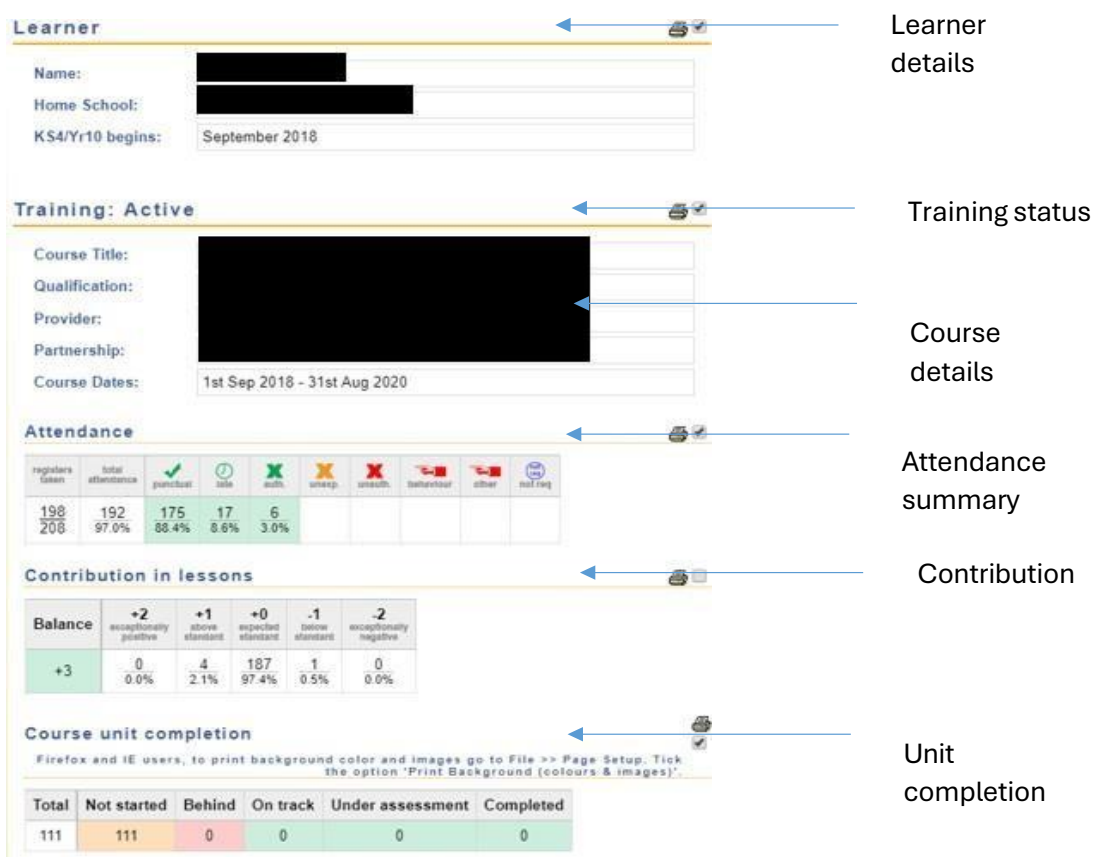
After clicking on the blue buttons, you will be presented with a number of filters which can be used to search for a specific set of training records. Of particular note is the ability to search either by provider (to find all of the students attending that provider) or by surname (to find a specific student). By default, each page will only show 20 training records, however this can be changed using the records per page dropdown menu. Once you have selected your filters, clicking on the go button will load the relevant training records. If you wish to reset your filters to their default state, the reset button will allow you to do this.



Annotations for the search filters page:

- Go**: Points to the 'Go' button at the bottom left of the filter section.
- Reset filters**: Points to the 'Reset' button at the bottom left of the filter section.
- Records per page**: Points to the dropdown menu showing '20'.
- Provider**: Points to the 'Lesson provider' dropdown menu.
- Surname**: Points to the 'Surname' text input field.

Once you click go, the list of training records will be filtered according to the options selected. Clicking on one of the records listed will take you to the training record that you selected.



Annotations for the training record details page:

- Learner details**: Points to the 'Learner' section header.
- Training status**: Points to the 'Training: Active' section header.
- Course details**: Points to the 'Course Title', 'Qualification', 'Provider', 'Partnership', and 'Course Dates' fields.
- Attendance summary**: Points to the 'Attendance' section header.
- Contribution**: Points to the 'Contribution in lessons' section header.
- Unit completion**: Points to the 'Course unit completion' section header.

Attendance summary table:

registers	total attendance	present	absent	suspension	exclusion	other	not reg
198	192	175	17	6			
208	97.0%	88.4%	8.6%	3.0%			

Contribution in lessons table:

Balance	+2 exceptionally positive	+1 above standard	+0 expected standard	-1 below standard	-2 exceptionally negative
+3	0 0.0%	4 2.1%	187 97.4%	1 0.5%	0 0.0%

Course unit completion table:

Total	Not started	Behind	On track	Under assessment	Completed
111	111	0	0	0	0

Most recent tutor appraisal



Awaiting first appraisal

Attendance In Depth

☐ Hide Attendance



A collation of all notes written about this learner in the course's registers. Editing or deleting notes here will also edit or delete the notes in the register.

Order By Date Created (DESC) ▼

 auth.	04/06/2020 09:15 (Main)	Edit Delete
	 (Thu, 04 Jun 2020 15:00:00 BST)	
Art exam		

 +1 present positive	02/04/2020 09:15 (Main)	
	 (Thu, 02 Apr 2020 15:00:00 BST)	
Positive and enthusiastic		

Attendance notes

Progress In Depth



Tutor appraisals



Aptitude is graded A-E (A highest). Effort is graded 1-5 (1 highest).

Course unit completion



 Behind schedule  On schedule  Assessment/verification  Completed

 Expand one level  Collapse one level

 100/5073/5

EDEXCEL Level 2 BTEC First Diploma in Health and Social Care

 Root

See more

Tutor appraisals

Full Learner Details



Surname:		CLM ID:	
First name:		UCI:	
Middle names:		ULN:	
Date of birth:		UPN:	
Gender:	Female	Ethnicity:	WBRI

Learner details

Duty of care



Background information that promotes the effective education and safety of your learner.

Free school meals:	
Medical flag:	
Pupil premium:	
Medical notes:	
Gifted / talented:	
SEN provision:	
SEN classification:	
SEN notes:	
Previous year's attendance:	

Emergency Contacts

Name	Relationship	Daytime Tel	Evening Tel	Mobile Tel

Emergency contacts

Home School

Name:

Address:

Tel:

LA:

Etab:

URN:

UKPRN:

School details

Course Provider

Name:

Address:

Tel:

LA:

Etab:

URN:

UKPRN:

Provider details

Miscellaneous Notes

Notes *not* related to attendance at specific lessons or training progress.

Order By Date Created (ASC) ▼

Subject:

This is an official document and access to its contents may be requested under the Data Protection Act. Please fashion your notes accordingly, and conduct private discussions by other means.

Add Note

Notes

The training record consists of a number of different sections. Starting at the top, you will find the name of the student as well as the school they attend. This is followed by the details of the course they attend, an attendance summary (the same as appears on the list of training records), a record of the student's contribution in lessons and a summary of completed units. The contribution section is optional and may not have been completed. Next is the most recent tutor appraisal for the student, however all of the tutor appraisals can also be found further down the page.

Following the tutor appraisal, you will find any attendance notes that have been made for the student. These can be added through the register, which will be covered later in this guide. Next on the training record is a record of all of the tutor appraisals that have been completed, as well as a section detailing the units the student is taking. Clicking on the + button to the left of each part of the course will reveal the units within.

After the units come the learner details, including emergency contact details, the school details and provider details. If there are any errors in the learner or school details, please inform WRL so that they can be corrected.

Finally, there is a section for any notes not related to the learner's attendance or training progress. These can also be added here, by typing the note into the text box and clicking add note.

How to check daily attendance (register) – How to add a note to share information



From the menu on the left, click on Attendance and then on Today's Attendance.



page 1 of 1 (32 records)

key: ● completed ● overdue ● lesson in progress ● future

Entry		Learner			Lesson			
A	B	Surname	Firstnames	KS4	Period	Course	Provider	Location
				2019	09:15	12:00	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2018	09:15	12:00	BTEC	Main
				2018	13:30	15:30	BTEC	Main
				2019	09:15	12:00	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2019	09:15	12:00	BTEC	Main
				2019	09:15	12:00	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2019	09:15	12:00	BTEC	Main
				2019	09:15	12:00	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2018	09:15	12:00	BTEC	Main
				2018	13:30	15:30	BTEC	Main
				2018	09:15	12:00	BTEC	Main
				2018	13:30	15:30	BTEC	Main
				2019	09:15	12:00	BTEC	Main
				2019	13:30	15:30	BTEC	Main
				2018	09:15	12:00	BTEC	Main

This page allows you to see all of the registers for the day, whether or not they have been completed yet. It is possible to select another day using the filters at the top of the page. When looking at registers that have already been completed, the register entry will be shown in the first column on the left. Clicking on one of the registers listed will take you to the register page.

Date: Fri 31st Jul 2020 Records per page: 50 Sort by: Surname (asc), Firstname (asc)

Date: 

Entries per page: 

Sort by: 

Go 

Register

[Close](#)
[Edit](#)

Lesson

Date & time:

Lesson provider:

Lesson location:

Cohort:

Tutor group:

Learner Attendance

		Learner	School	Status	Contribution	DfE Code
				✓	+0	
				🕒	+0	

Once you click on the register, you will be taken to the register page where you can see the lesson that the register is for, as well as the student's attendance. You can also click on the edit button at the top of the page in order to add attendance notes. Please note that the edit button will not be present on a register for a lesson that has not been completed yet.

Add note →

Learner Attendance

		Learner	School	✓	🕒	X	X	X	🚫	🚫	not req
				✓	🕒	X	X	X	🚫	🚫	not req
				✓							

New Note

This is a public note that will be included in the learner's training record. Access to its contents may be requested under the Data Protection Act. Please fashion your notes accordingly and conduct private discussions by other means.

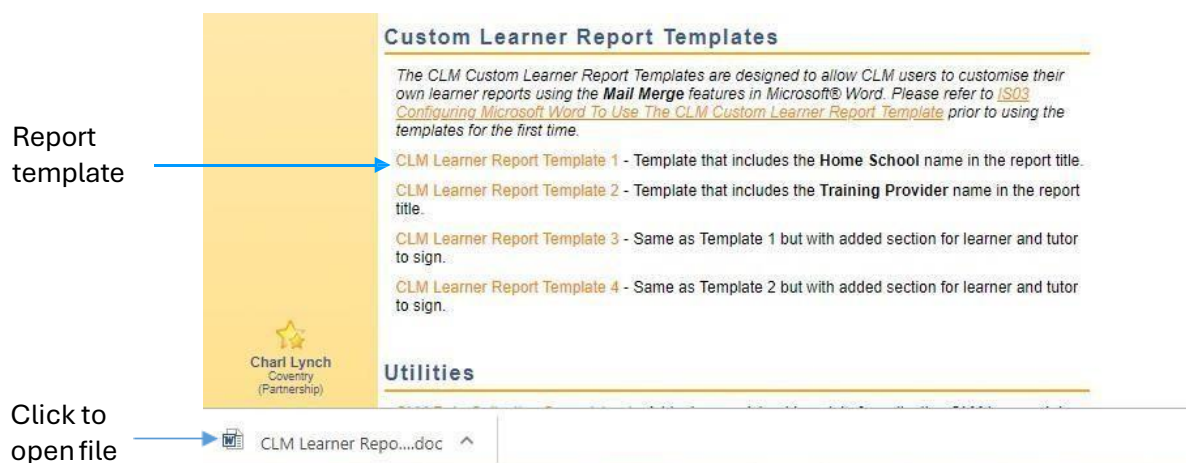
When you first enter this page, the new note section will not appear. To view this, you will first need to click on the add note button to the left of the attendance. To add the note, type it into the text box and then click on the save button at the top of the page. This note will then appear on the training record.

How to download reports on template / Mail Merge the report

From the menu on the left hand side of CLM, click on the “Help” button and then on “How To Guides”.

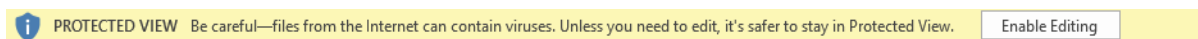


Scroll down the “How To Guides” page until you reach the “Custom Learner Report Templates” section. Click on “CLM Learner Report Template 1” to download the template.



Open the downloaded file in word by clicking on it when it appears at the bottom of your internet browser.

It may be necessary to enable editing for this document once it is open. You will know that this is the case if you see the following yellow bar near the top of your screen.



If you do see this, click on the button labelled “Enable Editing”. Otherwise, move on to the next step.

Returning to CLM, click on “Learning” and then “Training Records” from the menu on the left.



Click the export to Excel button at the top right of the page. It looks like a green “X”



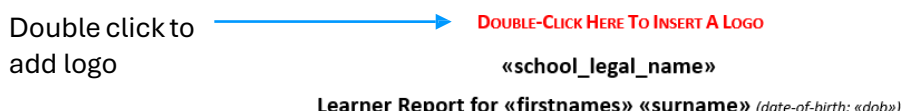
Wait for this file to download. Do not open it.

(Optional) Find this file and move it to an appropriate folder on your computer. By default, it will have been saved in your “Downloads” folder. Please note that the following image was created using Windows 8 and may differ if you are using a different operating system.

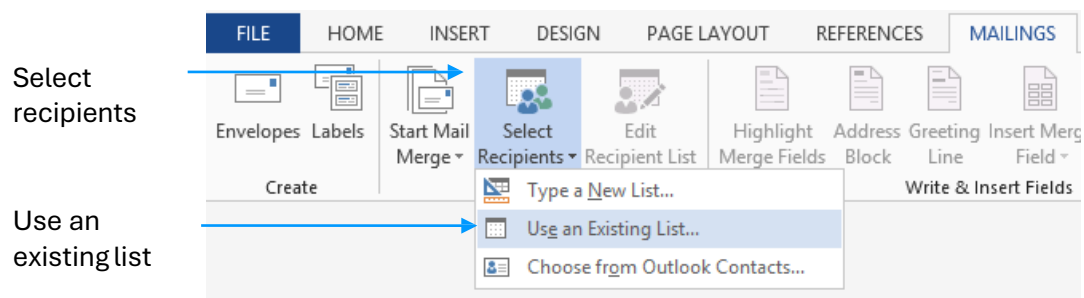


Return to the currently-open template.

(Optional) Add your school’s logo to the template by double-clicking where indicated.

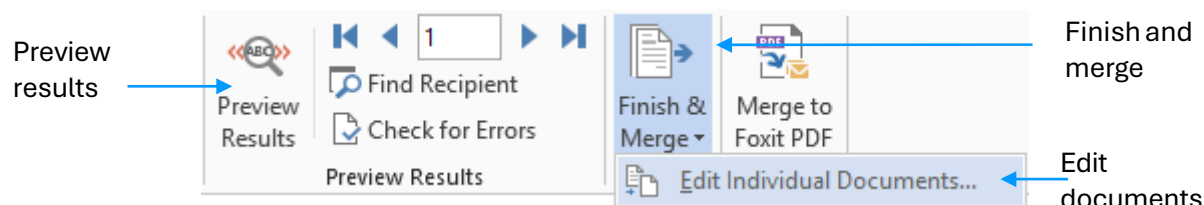


Begin a mail merge by clicking on the “Mailings” tab at the top of Word, followed by “Select Recipients”. From the menu which appears, choose to “Use an existing list”.

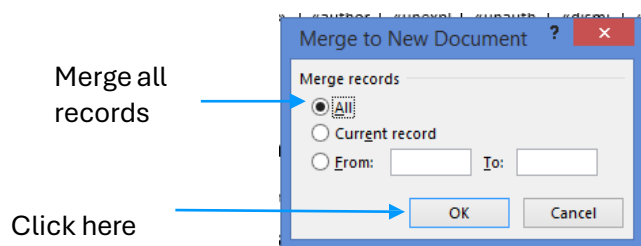


In the window which appears, navigate to the “Downloads” folder (or location to which you moved the file containing the exported training records) and select your training records. They should be in a file called “training-records.csv”.

Click “Preview Results” in the “Mailings” tab and use the arrows to view each record. Once you are satisfied, press “Finish & Merge” and then “Edit Individual Documents”. Please note that you may not have the merge to Foxit pdf button as this is added by another program which is installed on the computer used to create this guide.

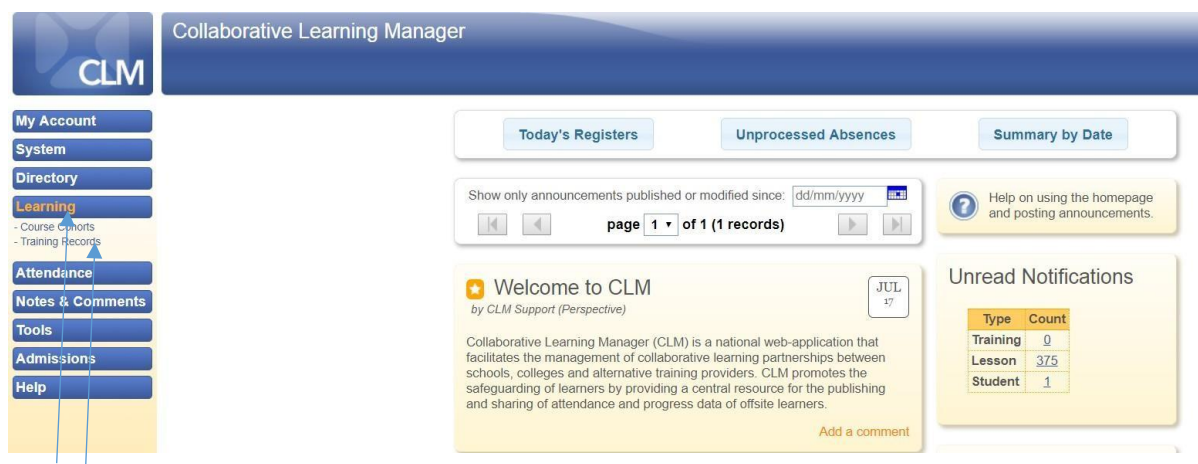


Ensuring that “All” in the resulting dialogue box, press “OK”. A new document will be created, containing each of the merged reports. Save this document.



How to check a learner record/ where to find the emergency contacts

From the menu on the left, click on Learning and then on Training Records.



Collaborative Learning Manager

My Account
System
Directory
Learning
- Course Reports
- Training Records
Attendance
Notes & Comments
Tools
Admissions
Help

Today's Registers Unprocessed Absences Summary by Date

Show only announcements published or modified since: dd/mm/yyyy

page 1 of 1 (1 records)

Welcome to CLM
by CLM Support (Perspective)

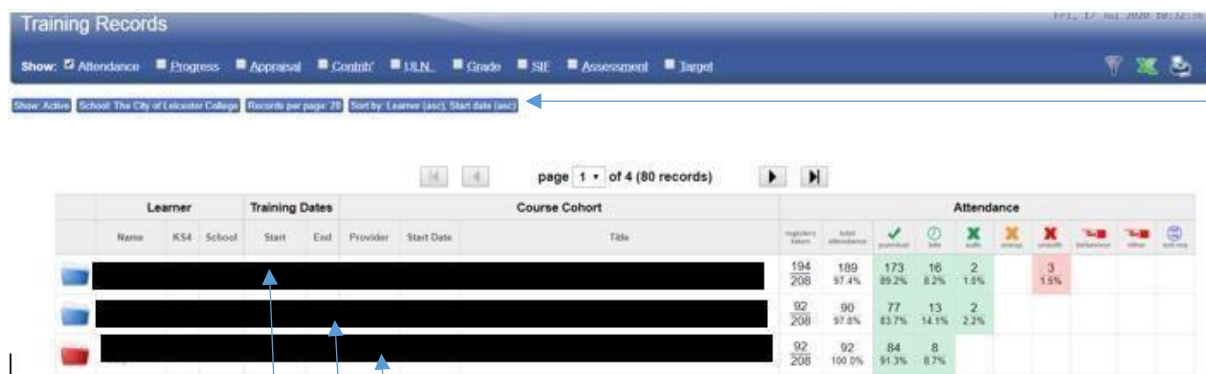
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Unread Notifications

Type	Count
Training	0
Lesson	375
Student	1

Click these

This will bring you to the Training Records page. By default, this will list all of your students, however you can filter this list by clicking on the blue buttons at the top of the page. Alternatively, you can click on one of the training records to view that record.



Training Records

Show: Attendance Progress Appraisal Contrib' M.L.N. Grade SIE Assessment Target

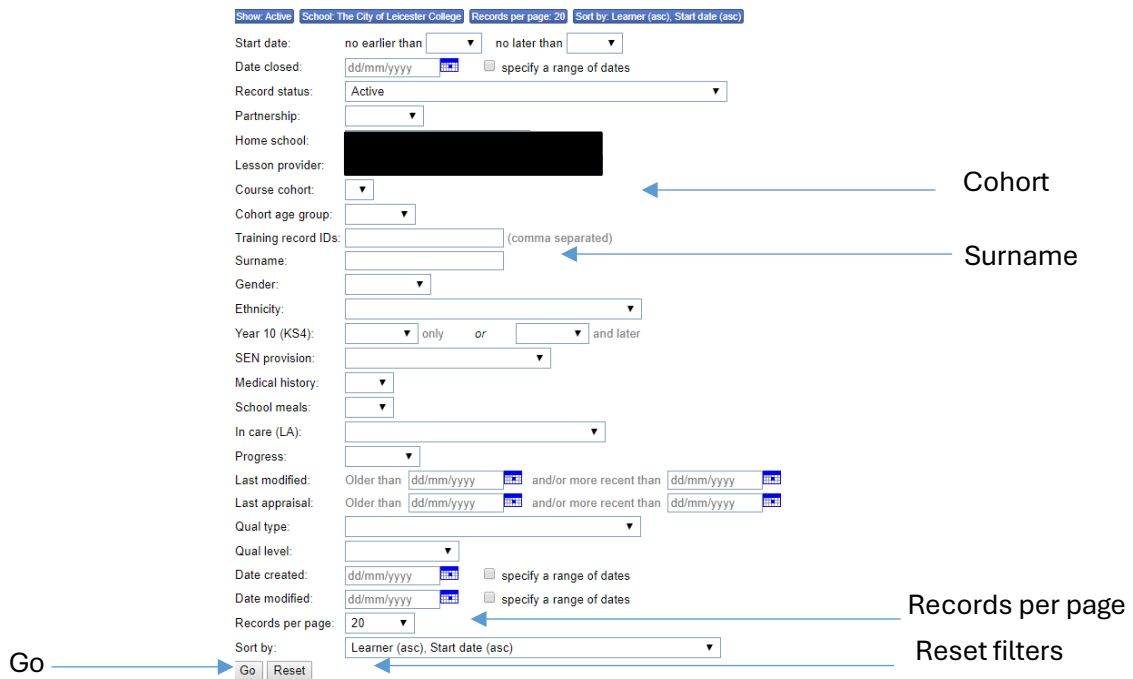
Show Active School: The City of Leicester College Records per page: 20 Sort by: Learner (asc), Start date (asc)

page 1 of 4 (80 records)

Learner		Training Dates		Course Cohort		Attendance											
Name	KS4 School	Start	End	Provider	Start Date	Title	registers taken	best attendance	present	late	abs	exc	unexc	unexc	unexc	unexc	unexc
							194	189	173	16	2	3	1.5%				
							92	90	77	13	2						
							92	92	84	8							

Training records

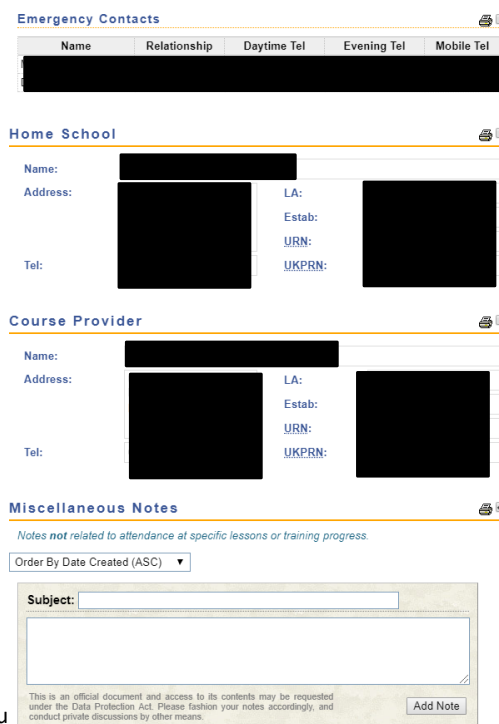
After clicking on the blue buttons, you will be presented with a number of filters which can be used to search for a specific set of training records. Of particular note is the ability to search either by cohort (to find all of the students in that cohort) and by surname (to find a specific student). By default, each page will only show 20 training records, however this can be changed using the records per page dropdown menu. Once you have selected your filters, clicking on the go button will load the relevant training records. If you wish to reset your filters to their default state, the reset button will allow you to do this.



Annotations in the image:

- Cohort**: Points to the 'Course cohort' dropdown menu.
- Surname**: Points to the 'Surname' text input field.
- Records per page**: Points to the 'Records per page' dropdown menu.
- Reset filters**: Points to the 'Reset' button.
- Go**: Points to the 'Go' button.

Once you click go, the list of training records will be filtered according to the options selected. Clicking on one of the records listed will take you to the training record that you selected. Scrolling down towards the bottom of the page, you will find the emergency contact details for the student. This section also contains the provider's details. If either set of information is incorrect, please contact WRL so the details can be updated.



The screenshot shows the following sections:

- Emergency Contacts**: A table with columns for Name, Relationship, Daytime Tel, Evening Tel, and Mobile Tel.
- Home School**: Fields for Name, Address, Tel, LA, Estab, URN, and UKPRN.
- Course Provider**: Fields for Name, Address, Tel, LA, Estab, URN, and UKPRN.
- Miscellaneous Notes**: A section for notes not related to attendance, with a dropdown for 'Order By Date Created (ASC)' and a text area for 'Subject'.

How to complete daily attendance



Click these

From the menu on the left, click on Attendance and then on Registers.

key: ● completed ● overdue ● lesson in progress ● future				Attendance Statistics											
Date	Provider	Course Cohort	Entry	Group	total attendance	present	late	absent	unexp.	unexc.	behaviour	other	not req	Time to complete	
Tue 09:15 - 12:00 4th Aug 2020			01/09/2018	A											
Tue 09:15 - 12:00 4th Aug 2020			01/09/2019	A											

This page allows you to see all of your registers for the day. It is possible to select another day using the filters at the top of the page. You can also choose to view the registers for a specific cohort. Clicking on one of the registers listed will take you to the register page.

Go →

Date: 04/08/2020  Date

Show: All registers ▼

Lesson IDs: (comma separated)

Cohort age group: ▼ Cohort

Cohort: ▼

Group: ▼

Registers per page: 30 ▼

Sort by: Day, start time, cohort ▼

Register

Close

Edit

Date & time:

Lesson provider:

Lesson location:

Cohort:

Tutor group:

Learner Attendance

	Learner	School	Status	Contribution	DfE Code
			✓	+0	
			🕒	+0	

Once you click on the register, you will be taken to the register page where you can see which lesson and students the register is for. You can also click on the edit button at the top of the page in order to complete the register.

Learner Attendance

	Learner	School	✓	🕒	X	X	X	🚫	🚫	not req	Contribution
								behaviour	other		x +2 +1 +0 -1 -2

From this page, you can complete each register by clicking on the appropriate option. From left to right, the options are: present, late, authorised absence, unexplained absence, unauthorised absence, dismissed (behaviour), dismissed (other) and not required. Please note that you cannot mark an absence as being authorised or unauthorised. Instead, you would mark it as unexplained and then it would fall to the school to process that absence as being either authorised or unauthorised. Once you are done, click on the save button at the top of the page.

How to add notes

Following the previous instructions to edit a register, it is possible to add a note regarding a student's attendance by clicking on the add note button to the left of the register.

Learner Attendance

	Learner	School	✓	🕒	✗	✗	✗	🚫	🚫	not req
Add note →										

New Note

This is a public note that will be included in the learner's training record. Access to its contents may be requested under the Data Protection Act. Please fashion your notes accordingly and conduct private discussions by other means.

To add a note, type it into the text box and then click on the save button at the top of the page. This note will then appear on the training record.

Alternatively, for notes that do not relate to attendance or a specific lesson, you can add a note to a student's training record. To do this, go to the training record in question and scroll to the bottom of the page where you will see a miscellaneous notes section. Enter your note into the text box there and then click on add note.

Miscellaneous Notes

Notes not related to attendance at specific lessons or training progress.

Order By Date Created (ASC) ▼

Subject:

This is an official document and access to its contents may be requested under the Data Protection Act. Please fashion your notes accordingly, and conduct private discussions by other means.

Add Note

Add note

Contribution – optional

Returning to a register which has been completed as per the prior instructions, it is possible to record a student's contribution to the lesson. To do this, you must first click on the edit button at the top of the register page.

Learner Attendance

	Learner	School	✓	🕒	✗	✗	✗	🚫	🚫	not req	Contribution
											x +2 +1 +0 -1 -2
											Expected standard +0 Above standard

Increase
Decrease

From here, it is possible to change a student's contribution. To the right of the register you will see the contribution, separated into two buttons (above and below the line). Clicking the top button will increase the contribution, while clicking the lower one will decrease it. There is a maximum contribution of +2 and a minimum of -2, as shown at the top of the register.

How to update progress of units and qualification

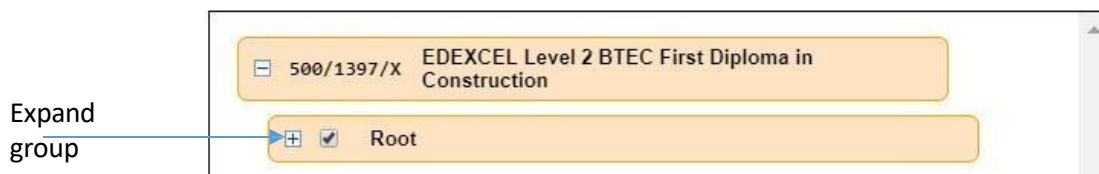
From a student's training record, it is possible to create a progress report to update which units have been completed, as well as the student's progress with the qualification as a whole. To do this, first click on the new progress report button at the top of the page.



This will take you to the new report page, from which you can complete a tutor appraisal or update the student's progress with their units. To update the course unit completion, first expand any unit groups by clicking on the + button to their left.

Section 2: Course Unit Completion

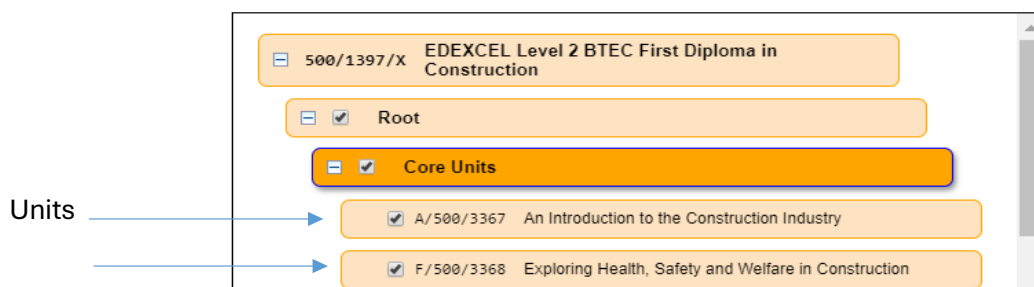
Click on a component to record progression data. If the learner is not studying towards a listed component, uncheck the checkbox next to it to remove it from inclusion in progression statistics.



Doing this will allow you to see the individual units.

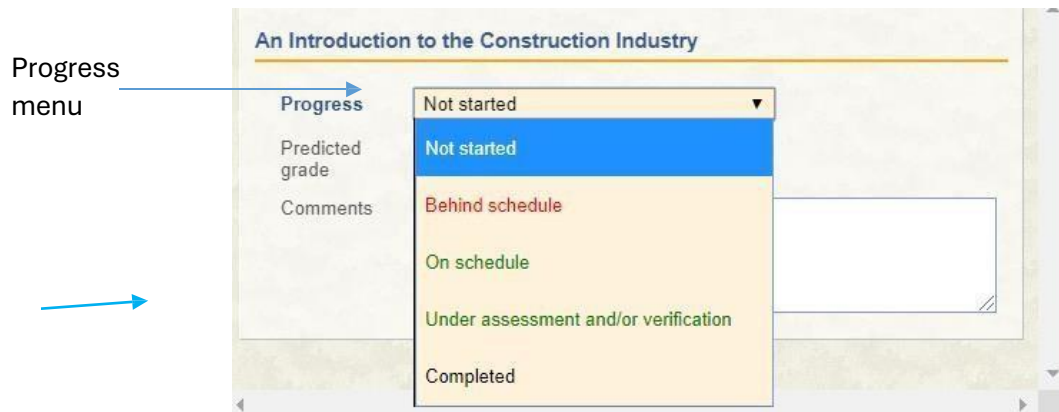
Section 2: Course Unit Completion

Click on a component to record progression data. If the learner is not studying towards a listed component, uncheck the checkbox next to it to remove it from inclusion in progression statistics.



Clicking on one of the units will give you the option to report on the student's progress with the unit, as well as their predicted grade. You can also make comments. To complete this section, click on the dropdown menus and select the appropriate option, before entering any comments and clicking on the save button at the top of the page.





How to record an initial assessment

From a student's training record, it is possible to record the results of their initial assessment. To do this, first click on Manage Assessment at the top of the page and then click the New button on the following page.



This will take you to the New/Edit Assessment screen. On this screen, you will be able to create a new assessment record. Enter the assessment subject (e.g Mathematics, English) into the assessment description field and then select a date. Please provide the outcome in the comments box and leave the level field blank as the dropdown menu does not include the required options. Finally, click the save button at the top of the screen to save the record.



Assessment

This section enables you to record assessments which lie outside of the qualification the pupil is undertaking but may be relevant to this pupils' learning e.g. Baseline Assessments. Assessments relating to the qualification should be recorded in the progress review section of the training record.

Assessment Record

Assessment Description:			
Assessment Details:	Date dd/mm/yyyy	Level 	Comments

How to record targets outside of a learner's qualification – optional

CLM can be used to record targets which lie outside of a learner's qualification, for example targets relating to attendance or punctuality. To do this, click on the Manage Target button at the top of the page when you are on the learner's training record. This will take you to the Manage Non Academic Targets screen.



Target

This target setting section can be used to record any target set for a learner which lies outside of their qualification e.g. Soft Skills Targets. Target grades relating to the qualification should be recorded within the progress section of the learners ILR.

Target Details

Target	Target Set Date	Target Reviewed Date	Target Achieved
--------	-----------------	----------------------	-----------------

Clicking the New button will allow you to create a new target.

Target

This target setting section can be used to record any target set for a learner which lies outside of their qualification e.g. Soft Skills Targets. Target grades relating to the qualification should be recorded within the progress section of the learners ILR.

Managing Target

Target Description:

Set Date: 

Target Date: 

Achieved:

On this screen, you can enter the target in the Target Description field. The Set Date should be the date on which you are setting the target, while the Target Date should be set to the date when the target should be completed. Finally, the Achieved drop-down menu should be set to no. This can be changed to yes when editing the target, if it has been completed.

Website

The Coventry Alternative Provision website can be found at <https://www.coventry.gov.uk/wrl>. On this website, you can find a directory of the provision offered by WRL, as well as the online forms needed to make an application or withdrawal.

This guide will cover the following topics:

- How to use the online directory to find a course
- How to download a copy of the directory
- Making an application
- Withdrawing a student from a provision

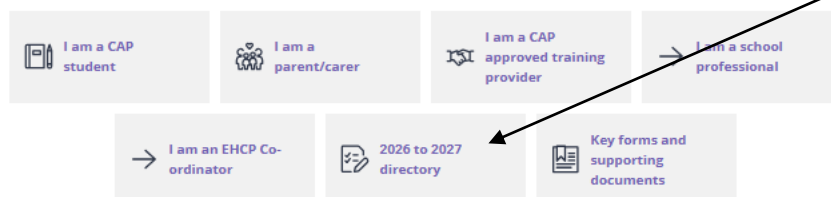
How to use the online directory to find a course

To access the online directory, first go to the CAP website as given in the link above. Then, scroll down the page until you see the 2025-2026 Directory button.



Coventry Alternative Provision (CAP) leads a strong collaboration between schools, academies, and training providers across Coventry to ensure that high-quality Alternative Provision is both available and accessible to students in education.

Click Here



Clicking this button will bring you to the front page of the directory. From here, you can view all of the courses in the directory or select a category to view. Alternatively, by scrolling down the page, you can search the directory in a variety of ways.

When searching for a specific course, you can use a combination of keywords, a category and student interest. Once you have set these, click on the Search button to search.

No matter which method you use, you will find yourself on the directory. The directory will show you courses which match the criteria you provided. Clicking on one of the courses will expand it, as well as providing a link to view the full details of the course.



Information on Coventry Alternative Provision 26/27

[View the A to Z of records](#)

- [A-Z of CAP Providers AY 26/27](#)
- [Primary School Provision](#)
- [Secondary School Provision](#)

Search the directory

Required fields are marked with an asterisk (*)

Keywords *

Category

All Categories

[Search directory](#)

Secondary School Provision

[Home](#) | [Schools, libraries and learning](#) | [Schools and schooling](#) | [Coventry Alternative Provision \(CAP\)](#) | [Coventry Alternative Provision 26/27](#) | [Secondary School Provision](#)

Categories in Secondary School Provision

- [Aspiration Pathway](#)
- [Engagement Pathway \(Coventry Schools Only\)](#)
- [Therapeutic Pathway](#)

Clicking on the course name displays the full details of the course. This includes the qualification (if applicable), as well as the availability, days, price and address.

Elev8 (14-16 Pathway with Purpose) - Educ8 - Coventry Alternative Provision 26/27

[Home](#) | [Schools, libraries and learning](#) | [Schools and schooling](#) | [Coventry Alternative Provision \(CAP\)](#) | [Coventry Alternative Provision 26/27](#) | [Secondary School Provision](#) | [Aspiration Pathway](#) | [14-16 Pathways with Purpose / Careers/Employability/Work Experience](#) | [14-16 Pathways With Purpose](#) | [Elev8 \(14-16 Pathway with Purpose\) - Educ8 - Coventry Alternative Provision 26/27](#)



Course and Provider Name Elev8 (14-16 Pathway with Purpose) - Educ8

Organisation fact sheet <https://www.coventry.gov.uk/downloads/file/47194/factsheet-educ8-2026-to-2027>

Organisation Logo



Address for Course Delivery Moat House Leisure Centre, Winston Avenue, Coventry, CV2 1EA

Lead Contact for Course Anthony Allen

Lead Contact Number 07931 938089

Lead Contact Email anthony.allen@educ8group.com

Course Name Elev8 (14-16 Pathway with Purpose)

Course Outline
Vocational Pathways
Learners will access industry-standard vocational programmes designed to develop practical skills, confidence and employability.
Proposed pathways include:
• Hair & Beauty
• Sport
• Esports
Vocational learning will be practical, engaging, project-based and informed by employer expectations, enabling learners to develop transferable workplace skills alongside accredited qualifications.

How see the factsheets of Providers

In addition to the online directory, it is possible to download a factsheet for each provider. To do this, click on the hyperlink on Organisation factsheet on the course page and this will allow you to download the information. The factsheets also contain further details about the providers including details of safeguarding and Health & Safety.

Elev8 (14-16 Pathway with Purpose) - Educ8 - Coventry Alternative Provision 26/27

[Home](#) | [Schools, libraries and learning](#) | [Schools and schooling](#) | [Coventry Alternative Provision \(CAP\)](#) | [Coventry Alternative Provision 26/27](#) | [Secondary School Provision](#) | [Aspiration Pathway](#) | [14-16 Pathways with Purpose: Career-Emphasis/Work Experience](#) | [14-16 Pathways With Purpose](#) | [Elev8 \(14-16 Pathway with Purpose\) - Educ8 - Coventry Alternative Provision 26/27](#)

Course and Provider Name Elev8 (14-16 Pathway with Purpose) - Educ8

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Organisation Logo 

Address for Course Delivery Moor House Leisure Centre, Winston Avenue, Coventry, CV2 1EA

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Course Outline
Vocational Pathways: Learners will access industry-standard vocational programmes designed to develop practical skills, confidence and employability. Proposed pathways include:
• Hair & Beauty
• Sport
• Esports
Vocational learning will be practical, engaging, project-based and informed by employer expectations, enabling learners to develop transferable workplace skills alongside accredited qualifications.



Making an application

The online form to make an application can be found in each School area (i.e Primary/Secondary/West Midlands and national based Schools) it can also be found on the Key Forms and Documents page

CAP operates a Multi-Agency Application form for ease of use

Details for the application process is found in each tier area

Contents	
1. Welcome pack for Coventry Secondary Partnership	5. Tier 2 - Aspiration Pathway (CAPA Aspire 16 Programme)
2. Service Level Agreement and Coventry school access AY 2026 to 2027	6. Tier 2 - Therapeutic Pathway (Insight and Flourish)
3. Tier 2 - Aspiration Pathway (Vocational, Core curriculum, Employability skills and Personal Development)	7. Tier 2 - Engagement Pathway (CAPA Refocus and Finish 11 programme)
4. Tier 2 - Aspiration Pathway (14 to 16 Pathways With Purpose)	8. Tier 2 - Engagement Pathway (12 week preventative placement)
	9. Tier 2 Referral deadlines and panel dates - AY 2026 to 2027

Welcome pack for Coventry Secondary Partnership

Coventry Secondary School Partnership

The Coventry Secondary School Partnership enables secondary schools across the city to access high-quality alternative provision that meets the diverse needs of their students. Through a collaborative approach, the partnership works with schools to provide timely, flexible, and effective support for young people who may be at risk of disengagement, exclusion, or barriers to learning.



Just below this, you can find the CAP risk assessment, which will be required as a part of the application.

CAP student risk assessment

Coventry Alternative Provision provide a template Risk Assessment for schools to use if required.

[Download and print the CAP student risk assessment.](#)

If schools continue to use their own risk assessments they must be clear, detailed and relevant with updated information upon the point of referral.

We will not accept any risk assessments that have been completed longer than three months prior to the point of referral.

Coventry Alternative Provision Secondary Referral Form

[Home](#) | [My Account](#) | Coventry Alternative Provision Secondary Referral Form

[Privacy notice](#) | CAP referral form | School details | Student details | Parent or carer details | Safeguarding | Attendance | Behaviour Summary

Academic attainment, curriculum, interests | CAP Provision | Agency involvement

We will use the information you provide to provide you with the necessary and appropriate training through our service.

We will share this information with your Coventry Alternative Provision Training Provider and any potential providers you may apply to and also internal Coventry City Council services such as Educational Entitlement and Government departments for statistical returns.

More information on how we handle personal information and your rights under the data protection legislation can be found in our full privacy notice.

We will keep all information you provide confidential and treat it in accordance with the requirements of Data Protection legislation.

✕ Cancel

Save

Next >

At the top of the application, you can see the sections of the application form. As you complete each section, click Next to move to the next section.

Coventry Alternative Provision Secondary Referral Form

[Home](#) | [My Account](#) | Coventry Alternative Provision Secondary Referral Form

[Privacy notice](#) | [CAP referral form](#) | School details | Student details | Parent or carer details | Safeguarding | Attendance | Behaviour Summary

Academic attainment, curriculum, interests | CAP Provision | Agency involvement

This form is intended to support professionals in decision-making, ensuring that provisions implemented are providing the right support at the right time and in the right place.

Submission of this form does not negate the school's responsibility in carrying out their duties to safeguard and promote the welfare of children, which includes following all relevant safeguarding practice and procedures.

This Multi-agency form has been created for schools to apply for provisions from our CAP Graduated Model of Support. Please see pathway descriptions below;

- [Tier 2 - Aspiration Pathway](#)
- [Tier 2 - Therapeutic Pathway](#)
- [Tier 2 - Engagement Pathway](#)

Which Tier are you applying for? *

- ☐ Tier 2 - Aspirational Pathway
- ☐ Tier 2 - Therapeutic Pathway
- ☐ Tier 2 - Engagement Pathway

Academic year applying for *

- ☐ 2026-2027

Please note that a * next to a section indicates that it is mandatory. As a part of the application process, you will be asked to provide a risk assessment – this must have been completed within the last three months at the point of referral. At the end of the last section, click the Submit button.

Change of Commissioned Place request Form

On occasions, there may be a requirement to make changes to an already commissioned student's AP placement.

This could include:

- Change of time or day
- Change of Supervision
- Increasing hours
- Increasing Days

This must be agreed by both the School and Training Provider

Change to commissioned place request form and process

Change to commissioned place request form.

1. School/Training Provider have identified a need to change a students commissioned placement at AP, this may be due to a number of reasons.
2. School/Training Provider must consider the impact of this change of commission on student achievement, health and well-being.
3. Both the school and training provider must agree to the change of commission for it to take effect.
4. School representative completes the online change to commissioned place request form via the service website.
5. Change to commissioned place request form is received by CAP who then send it to the Training Provider for review
6. Training Provider completes the application response form confirming they can still meet need of student and accept the change to commission.
7. CAP admin to update CLM to reflect the change in commission

Please allow 5 working days for this to be processed.

Withdrawing a student from a provision

The form to withdraw a student can be found either in the School Area or through the following link: [Coventry Secondary School Partnership – Coventry City Council](#)

Withdrawal process

Submit a withdrawal form



- **Step 1** - School or Training Provider have identified a provision/student that they wish to withdraw from CAP.
- **Step 2** - School or Training Provider must consider the impact of this withdrawal on student achievement, health and well being.
- **Step 3** - If it is the Training Provider who are requesting the withdrawal a meeting must be arranged with CAP and School to discuss prior to the official withdrawal form being submitted.
- If the School are requesting the withdrawal, we encourage a discussion with our Monitoring Officers prior to the official withdrawal form being submitted.
- **Step 4** - School or Training Provider representative completes the online withdrawal form via the service website.
- **Step 5** - Withdrawal form is received by CAP.
- **Step 6** - CAP admin access the Withdrawal form and identify whether the request has come from a School or Training Provider.
- Admin also check if the student is being withdrawn from all provisions/days specific to that course and then proceed with the withdrawal on CLM and Capita.
- **Step 7** - Withdrawal form is sent to the Training Provider or School, dependant on who has requested the withdrawal.

To withdraw a provision, the referring School or Training Provider must submit a withdrawal form and allow 5 working days for this to be processed.



As with the application process, you can see each section listed at the top of the form. Click the Next button at the bottom of the page to move between the sections, and the Submit button when the form is completed. All of the questions on the Withdrawal form are mandatory.