


## Progressing the Learning Support Delivery Model Implementation

Implementation Phase	(B)eginning Steps	Stakeholder (E)ngagement: Preparation & planning	(R)efining the service delivery model for your region	(P)re-implementation	(I)mplementation
<b>Description</b> 	<p>The Ministry of Education agrees with a cluster to begin a conversation about Learning Support. Internal planning and preparation takes place between regional Learning Support leadership and the key contact for the cluster. The regional Ministry leadership engages with the RTLB principal and cluster manager to invite them to work collaboratively with the Cluster</p>	<p>The Service Manager or their delegate may work with the Ministry of Education key contact person for the cluster during this stage. The cluster will agree to more specific discussions and may form a subgroup to continue the work. MOE will share learning support data with the group.</p>	<p>This is the point at which the way of working together will be agreed and shared, built on the national design. Discussions with parents and other stakeholders should occur during this stage.</p>	<p>Detailed planning and needs analysis will take place now. Clusters may wish to consider a cross- school analysis of the needs of their students with additional learning support requirements.</p> <p>Processes, tools and timelines will need to be agreed and shared with all stakeholders.</p>	<p>At an agreed point of time a new cluster based access and service delivery system will come into use. Analysis of student need will be ongoing and inform future planning. Systems to track, monitor and review interventions will be agreed. A cycle review of the system will also be agreed.</p>
	<p>Familiarise the LS team with the development of the cluster to date.</p>	<p>Identify a Learning Support Facilitator to support each cluster. This is the Ministry of Education LS contact</p>	<p>Discuss with group of representatives, an opportunity to refine service delivery model. Share models from testing in Bay of Plenty</p>	<p>Identify a date to commence implementation of the new service delivery model.</p>	<p>Access processes are in place.</p>
	<p>Develop understanding within the LS team of how to approach and work with clusters.</p>	<p>Meet with the cluster, RTLB and other relevant sector partners and key stakeholders to discuss new integrated approach.</p>	<p>Develop co-design/refine service delivery model agenda and identify supports needed.</p>	<p>Finalise all tools and processes required for implementation.</p>	<p>Processes to assign and deliver services are in place.</p>
	<p>Familiarise LS Team working in each cluster with progress in that particular community.</p>	<p>Establish a group of representatives from clusters, the Ministry of Education, RTLB, sector partners and key stakeholders to progress the discussion.</p>	<p>Agree with sector partners as to who will carry out consultation process with parents and whānau in your local community.</p>	<p>Confirm internal staff, RTLB and external sector partners are prepared and ready for implementation.</p>	<p>Review and learn.</p>
	<p>Engage with RTLB which supports each cluster.</p>	<p>Identify the full range of Learning Support services and supports available within your region.</p>	<p>Gather feedback from all sessions and plan relevant changes to service delivery model.</p>	<p>Share all tools and processes with internal staff and external sector partners.</p>	<p>Inform continuous improvement and development.</p>
	<p>LS Manager, Lead Advisers and designated key contacts for clusters, RTLB undertake internal collaborative planning.</p>	<p>Develop an agreed way of working together to plan to enable easier access to services and supports.</p>	<p>Distribute draft service delivery model to sector partners and key stakeholders and outline relevant changes and rationale.</p>	<p>Inform teachers, parents and whānau of implementation date.</p>	