



Additional Learning Needs (ALN): Individual Development Plan (IDP) Minimum Requirements

The minimum software requirements for any IDP platform developed or procured to ensure consistency and transferability of data

Specification for software suppliers

Date of issue: 4 January 2024

Version: 1.4

- Audience** Local authorities, software suppliers and software developers responsible for procuring and/or developing electronic Individual Development Plan (IDP) solutions.
- Overview** This document is provided by the Welsh Government as a minimum requirements software specification to support the above audience in developing their electronic IDP solution(s) in Wales to ensure nationwide consistency and to ease the transferability of the minimum required data.
- Action required** For schools and local authorities in Wales to be able to comply with statutory duties relating to IDPs, the Welsh Government recommends that local authorities, software suppliers and software developers take full consideration of this specification document when developing their electronic solutions.
- Further information** Enquiries about this document should be directed to:
- Additional Learning Needs Branch
Support for Learners Division
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-  [@WG_Education](https://twitter.com/WG_Education)
-  [Facebook/EducationWales](https://www.facebook.com/EducationWales)
- Additional copies** This document can be accessed from the [SDF pages of DEWi](#).
- Related documents** The latest version of the Welsh Government's **Modular Common Basic Data Set (CBDS)** should be used in conjunction with this specification, also available from the [SDF pages of DEWi](#).

Contents

1. Change log	1
Version 0.1	1
Version 0.2	1
Version 1.0	2
Version 1.1	3
Version 1.2	3
Version 1.3	3
Version 1.4	4
2. Introduction	5
2.1 Grant payment requirements	5
2.2 Key principles	6
2.3 System security	6
2.4 XML tools	6
XSD (schemas)	7
Production of XSD and XSLT	7
2.5 Purpose of the data extraction	7
2.6 Management information system (MIS) requirements	7
3. Summary of data fields to be returned	9
3.1 Prerequisites	9
3.2 Survey identifiers	10
Survey/data extraction details	10
3.3 Section 1A: Biographical information about the child or young person	10
Pupil identifiers	10
Current education setting identifiers	10
Pupil contact details	11
IDP consent	11
Capacity issues	11
3.4 Section 1B: Responsibility for the IDP	12
Responsibility for the IDP identifiers	12
3.5 Section 1C: Profile (About Me)	12
Profile identifiers	12
3.6 Section 2A: Description of the child or young person's additional learning needs (ALN)	12
Additional learning needs	12
3.7 Section 2B: Description and delivery of the child or young person's additional learning provision (ALP)	13
Additional learning provision	13

3.8	Section 2C: Description and delivery of ALP to be secured by an NHS body	13
	NHS additional learning provision	14
3.9	Section 2D: Places at a named school/institution or board/lodging IDP named establishments	14
3.10	Section 3A: Record of information used to develop the IDP	15
	Record of development information	15
3.11	Section 3B: Record of information used to develop the IDP	15
	Record of development information	15
3.12	Section 3C: Transition	15
	Transition	15
3.13	Section 3D: Travel arrangements	15
	Travel arrangements	15
4.	User requirements	16
4.1	Import/export functionality	16
4.2	Mandatory/optional items	16
4.3	Miscellaneous	16
	Special characters	16
	Boolean values	17
	XML tags	17
5.	File naming convention	18
5.1	XML data extraction	18
	School maintained IDPs	18
	Local authority maintained IDPs	18
	Further education institution maintained IDPs	19
6.	XML message structure	21

1. Change log

Version 0.1

Released 14 June 2021

Issue 1	Software specification for the minimum requirements for Individual Development Plans (IDP)
	<p>This is a document published by the Welsh Government and should be used by local authorities, software suppliers and software developers in the development of electronic solutions for the management of IDPs.</p> <p>This document is provided to ensure there is a consistency in the use and format of data across Wales and that data can be easily shared between software solutions, and in turn schools and local authorities with minimal burden.</p>

Version 0.2

Released 29 November 2021

Issue 2	Clarification of the <Name> data element
	<p>The aim of this data element is to utilise the existing <Name> data element and XML tag that exists in our Modular CBDS. This data element refers to the name of the school.</p>
Issue 3	Clarification of the <Forename>, <MiddleNames> and <Surname> data elements
	<p>The aim of these data elements is to utilise the existing <Name>, <MiddleNames> and <Surname> data elements and XML tags that exist in our Modular CBDS. These data elements refer to the current forename, middle names and surname of the individual.</p>
Issue 4	Changing the <SecondaryContact> data element to <AlternativeContact> and making it repeatable as required
	<p>Following feedback, the <SecondaryContact> has been changed to <AlternativeContact>. Whilst the <SecondaryContact> was not repeatable, the <AlternativeContact> has been made a repeatable node within the XML specification. This means that under the <NAWpupilContacts> module, there can only be a single <PrimaryContact> but there can be multiple <AlternativeContact> nodes, as required.</p>
Issue 5	Clarification of the <Gender> data element
	<p>The aim of this of this data element is to utilise the existing <Gender> data element and XML tag that exists in our Modular CBDS. This data element refers to the gender of the individual. There is ongoing work on the use of sex and gender identity</p>

	<p>data that involves the Welsh Government, the Office for National Statistics (ONS), the Department for Education (DfE) and the Government Equalities Office (GEO). Depending on the outcome of this work, there may be refinements made to this data element, but at present its use aligns with the current usage of gender data for pupil level data.</p>
Issue 6	<p>Section 2B in the XML structure has been redesigned following feedback</p>
	<p>Section 2B of the XML structure, found in the XML specification document, has been redesigned to better align with the ALN Code structure. The new structure allows for the section to be repeatable. This means there can be multiple outcomes, each with their own rationale.</p>
Issue 7	<p>Values for new data elements</p>
	<p>The new data elements are highlighted and these will be added to our Modular CBDS following confirmation of the feasibility on the specification principles. The specific values associated with each new and highlighted data element will therefore be confirmed in Modular CBDS following the consultation on the principles of the specification when it is baselined and finalised into a version 1.0.</p>
Issue 8	<p>Section 2A in the XML structure has been amended to be repeatable</p>
	<p>Section 2A of the XML structure, found in the XML specification document, has been amended to be repeatable. This means there can be multiple additional learning needs recorded to each individual.</p>
Issue 9	<p>Section 1A has now has the <StartDate> added to the <NAWschooIIdentifiers> module</p>
	<p>The <StartDate> data element has been added to Section 1A to denote the date that the learner started at the listed establishment.</p>
Issue 10	<p>Section 1B has now has the <IDPstartDate> added to the <IDPresponsibility> module</p>
	<p>The <IDPstartDate> data element has been added to Section 1B to denote the date that the learner's IDP started, which is when it becomes official and should not include working drafts.</p>

Version 1.0

Released 20 December 2021

Issue 11	<p>Baselined and finalised version 1.0 of the specification documents</p>
	<p>This is the baselined and finalised version of the document following two consultation periods on version 0.1 and version 0.2.</p>

Issue 12	<p>Modification to M (Mandatory) and O (Optional) data elements and modules within the XML specification</p> <p>There have been minor changes to the XML structure in terms of which elements and modules are M (Mandatory) and which are O (Optional). This is to allow for the ease of transferring the data when IDPs are not yet fully completed in terms of what is mandatorily expected. Therefore, some M elements and modules have been changed to O, meaning that all items marked as M should now be present in all XML files to be transferred.</p>
Issue 13	<p>Entry and Leaving Date data elements have been added for the individual's previously attended establishments</p> <p>Within section 3.11 of this document, and under Section 3B of the IDP, new <EntryDate> and <LeavingDate> data elements have been added to each of the previous establishments attended by the individual.</p>

Version 1.1

Released 24 June 2022

Issue 14	<p>Corrected ALP end review XML tags</p> <p>There were some inconsistencies picked up across the Minimum Requirements v1.0, XML Specification v1.0 and Modular CBDS 2122.1.6 documentation relating to the XML tags relating to ALP End Reviews. These have now been corrected and are consistent with Modular CBDS.</p>
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Version 1.2

Released 28 June 2022

Issue 15	<p>Correction of sample data values for <IDPconsent> and <IDPcapacityIssues></p> <p>This is a minor amendment to ensure that the sample data shown for <IDPconsent> and <IDPcapacityIssues> are reflective of the Boolean data element values, instead of the previous alpha sample value.</p>
Issue 16	<p>The character limit for <IDPorganisation> has been increased from 35 to 99</p> <p>Following supplier feedback, the field length limit for <IDPorganisation> has been increased from 35 characters to 99 characters.</p>

Version 1.3

Released 29 September 2022

Issue 17	<p>Updated hyperlinks for DEWi and the Software Development Forum website</p>
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	There are no updates to this document in terms of content, and this update is simply to update the relevant hyperlinks throughout so that they divert to new DEWi and the associated Software Development Forum website.
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Version 1.4

Released 4 January 2024

	<p>Removal of <Gender> and introduction of <Sex></p> <p>As previously highlighted in Issue 5 above, the outcome of investigations and discussions is that refinements should be made to clarify the data requirement. This has resulted in the removal of the <Gender> data item from all statutory data collections and standards to be replaced by the newly introduced <Sex> as a data item. <Sex> has the valid values of M (<i>for male</i>) and F (<i>for female</i>) and should be recorded as that which is recorded on an individuals Birth Certificate or Gender Recognition Certificate.</p>
Issue 18	
Issue 19	<p>Addition of new naming convention for IDPs relating to further education institutions (FEIs)</p> <p>New naming conventions have been added to accommodate IDPs originating from FEIs.</p>
Issue 20	<p>Section 2.6 has been added for clarification</p> <p>This section has been added to clarify that the IDP specifications do not mandate any requirements related to any MIS solutions being used by schools, local authorities, and further education institutions. The only requirements is that the extracted .idp XML file created complies with the specifications. Whether this is done by mapping data items within an existing MIS solution to the relevant parts of the XML file for the IDP or by changing the MIS to harmoniously align with the IDP specifications is entirely up to the customers and/or service provider and is not required by the Welsh Government.</p>

2. Introduction

This specification describes the content of the minimum requirements for the electronic data extraction in Wales for Individual Development Plans (IDPs) from **1 September 2021** onwards. It applies to all maintained schools and local authorities and is published as a minimum requirement software specification to aid the implementation of electronic IDP solutions in order to comply with the requirements of the statutory [Additional Learning Needs Code for Wales 2021](#) that has been issued under the [Additional Learning Needs and Education Tribunal \(Wales\) 2018 Act](#).

IDPs are being phased into use in Wales from **1 September 2021** over a 3 year period, during which **some** schools and local authorities will be using IDPs (school maintained and local authority maintained) and some will still be using the legacy special educational needs (SEN) data, for example statemented, school action and school action plus. From **1 September 2024** onwards **all** schools and local authorities in Wales will have been phased over to using additional learning needs (ALN) terminology and IDPs.

The provision of electronic data transfers for IDPs that comply with this minimum requirements software specification will ensure a consistency of use and recording of data across Wales, and in turn the transferability of this data. This will ensure that local authorities are free to develop or procure their own electronic solutions that best meet their needs as long as the solutions comply with these minimum requirements. This will ensure compatibility of data between the various procured and/or developed solutions, meaning information can be shared in an easier way and with less burden to users.

This minimum requirements software specification is being circulated to local authorities, software suppliers and software developers in spring 2021 with the aim of solutions utilising these minimum requirements and specification coming into effect for schools and local authority use from **1 September 2021**.

This specification follows the principles set out below.

Solution developers and suppliers are asked to note the document in its entirety, and in conjunction with the latest [Modular Common Basic Data Set \(CBDS\)](#) issued by the Welsh Government, which can be found on the [Software Development Forum \(SDF\)](#) pages of the [Data Exchange Wales Initiative \(DEWi\)](#) website under:

[CBDS](#) > [Modular CBDS](#) > [Modular CBDS \[Latest year\]](#)

2.1 Grant payment requirements

In order for Welsh local authorities to be eligible for the Welsh Government offered grant payment for the costs or contribution to costs relating to developing and/or procuring an electronic solution for the management and transfer of IDPs, the procured and/or developed system **must** comply with the requirements detailed in this specification.

Failing to comply with this software specification and the minimum requirements will likely result in the refusal and/or claw back of any grant payment to Welsh local authorities.

2.2 Key principles

Electronic pupil level data extractions from school management information system (MIS) software, including the IDPs, are carried out in line with the principles set out in the Welsh Government's Information Management Strategy (IMS). In the context IDPs, it is advised that these principles are followed for data extractions from local authority MIS (and/or any other developed, procured and/or related) software too.

All data items to be used for IDPs are as defined in the relevant **Modular Common Basic Data Set (CBDS)** documentation for Wales. This CBDS is updated regularly, and at least once per year, and so the latest version should always be used by developers and suppliers.

Data with the IDP XML file are grouped into **modules**.

Pupil level items will be collected as **whole** modules.

2.3 System security

As the IDPs contain a multitude of personal and sensitive data about individuals, the implementation of any procured and/or developed solution that uses and processes this data **must** comply with relevant data security legislation, such as the **Data Protection Act (DPA) 2018**.

If there is uncertainty about the use or implementation of a solution, those procuring and/or developing IDP solutions are advised to seek their own legal advice as well as guidance from the Information Commissioner's Office (ICO). The ICO's website can be found at <https://ico.org.uk/>.

In compliance with the above, those procuring and/or developing solutions are also advised to become familiar the principles of the **General Data Protection Regulation (GDPR)** and, in particular, the responsibility and statutory duties placed upon data controllers and processors.

2.4 XML tools

As agreed and in order to reduce burdens on software suppliers and enhance consistency of data usage and compatibility across suppliers, the Welsh Government will provide this software specifications document but will **not** be providing further extensible markup language (XML) tools for use by suppliers.

It may be advisable for software suppliers of the procured and/or developed solutions for IDPs set up a working group to develop and agree any tools to be

used should they be needed. The Welsh Government are happy to be a part of this group to advice on the statutory requirements of IDPs.

XSD (schemas)

It is advisable that a working group co-develops an agreed XML schema definition (XSD) file set to define the content of the XML to be used to IDPs. This XSD schema file set should be shared amongst all software suppliers and developers to ensure all systems are developed to comply with the same schema standards.

This XSD schema file set should be based on the XML structure example provided in [section 5](#) below.

Production of XSD and XSLT

The Welsh Government are happy to provide a platform for the sharing of any XML and XSD tools for IDPs. The Welsh Government's data exchange platform, [DEWi](#), has an area titled [Software Development Forum \(SDF\)](#). This area is used to share software specifications and tools for statutory educational data collections and common transfer file (CTF) information. Therefore, this platform will be used by the Welsh Government to share this software specification and, in turn, can be used to share any XML and XSD tools developed by the working group for easy circulation to all suppliers. Suppliers should share any documents or files with the Welsh Government via the IMS@gov.wales mailbox, requesting they be shared for IDP purposes on the [Software Development Forum \(SDF\)](#) area of [DEWi](#).

2.5 Purpose of the data extraction

The IDP provides a great level of detail, at individual pupil level, providing an invaluable tool for local authorities and schools to ensure all learners in Wales are fully and appropriately supported in their education.

This data extraction will aid in the easing of burdens on schools and local authorities in having to re-survey and re-assess each learner after a school/provision transfer, ensuring historical support records are transferrable between establishments to follow the learner.

2.6 Management information system (MIS) requirements

There is no requirement for schools, local authorities, or further education institutions to amend their management information system (MIS) solutions to align with the data standards within the IDP specification documents. Whether this is done or not is entirely up to the school, local authority or further education institution (as the customer) or the MIS software supplier (as the service provider). There is no requirement from the Welsh Government for MIS software to have identical data and technical standards to those detailed within the IDP specification and supporting documentation.

The requirement of the Welsh Government is that any **.idp** XML file created must align with the IDP specifications. Whether this is achieved by mapping data items

from an MIS solution to the IDP specifications requirements or whether it is achieved by amending the MIS solution to harmoniously align with the IDP specifications requirements is entirely up to the customer and/or service provider as per their needs and requirements.

For example, the IDP specifications require the XML tag of **<Forename>** to be used for an individual's forename. However, an existing MIS may already utilise **<FirstName>** to record the forename of an individual. The IDP specifications do not require the existing MIS solution to be amended to use **<Forename>**. The only requirement is that **<Forename>** is used in the extracted **.idp** XML file as a harmonised standard. Whether this is done by mapping the existing **<FirstName>** to populate the **<Forename>** data item within the **.idp** XML file or whether the MIS is changed to use **<Forename>** instead of the previous **<FirstName>** is entirely at the discretion of customers and/or service providers. The converse of this mapping would also need to be applied; that is that when importing a file, the **<Forename>** in the **.idp** XML file would need to be imported into the existing **<FirstName>** within the MIS solution.

3. Summary of data fields to be returned

Note that this is representative of the modular groupings and order as per the CBDS for 2020/21. The latest version available at the time of release is [Modular_CBDS_2223.1.0.xlsx](#).

The naming convention for the **Modular CBDS** files is:

- **Modular** is a reference to this being a **Welsh modular data set** derived from the UK government's much larger CBDS, much of which is only applicable to England;
- **CBDS** is a reference to this being a **common basic data set (CBDS)**;
- **2223** is the **academic year**, e.g. **2223** refers to **2022/2023** and will be updated annually, i.e. to **2324** for **2023/2024**, **2425** for **2024/2025** and so on;
- **1** refers to a **final** version of the release (this would initially be a **0** to reflect being a draft before becoming a **baselined final** version);
- **4** refers to the iterative **release number** of the document, which will incrementally increase with each new version;
- **XLSX** is the **file extension** used for Modular CBDS documentation, which is a Microsoft Excel file format.

Each component of the file name is separated using and underscore.

3.1 Prerequisites

The below is a summary of the data elements and modules to be used for IDP data sharing files that **must** be in the **XML** language and use the **.idp** file extension.

Each section table below refers to separate data modules within the XML file. These are derived from the XML format and layout used for other statutory data collections for consistency and to simplify implementation for developers and suppliers.

Within the below tables, where **only** the **sample data** is **highlighted** it means that there are new valid codes to be added to this data element's codeset. Where the **entire row** is **highlighted** it means that the entire data element does not currently exist with these descriptions and technical parameters and are to be implemented as **ancillary** data elements within **Modular CBDS** for the sole purpose of being used for IDPs. Being ancillary data elements, this means they will currently not be collected as part of any statutory data collections, but are defined in terms of description and technical parameters for the purpose of consistency, compatibility and transferability between various software solutions.

[Section 6](#) below contains information on an example XML structure that details how the below data modules should be constructed, with the inclusion of additional information on which data elements should be mandatory and optional.

3.2 Survey identifiers

Survey/data extraction details

Field name	Field length	XML tag	Field type	Sample data
Survey/Data Extraction Type	5	<Survey>	Alphanumeric	SCIDP
Survey Reference Date	10	<ReferenceDate>	Date	2021-09-01

3.3 Section 1A: Biographical information about the child or young person

Pupil identifiers

Field name	Field length	XML tag	Field type	Sample data
Forename	35	<Forename>	Alphanumeric	Marc
Middle Name(s)	35	<MiddleName>	Alphanumeric	Iwan Owen
Surname	35	<Surname>	Alphanumeric	Jones
Preferred Name	35	<PreferredName>	Alphanumeric	Owen
Date of Birth	10	<DOB>	Date	2006-03-31
Sex	1	<Sex>	Alphanumeric	M

Current education setting identifiers

Field name	Field length	XML tag	Field type	Sample data
LEA Number	3	<LEA>	Alphanumeric	660
School Number	4	<Estab>	Alphanumeric	4099
School Name	100	<Name>	Alphanumeric	Anglesey Comprehensive School
Phase	2	<Phase>	Alphanumeric	PS
Start Date	10	<StartDate>	Date	2021-09-01

Pupil contact details

Field name	Field length	XML tag	Field type	Sample data
Home Address 1	35	<HomeAddress1>	Alphanumeric	101 Made Up Street
Home Address 2	35	<HomeAddress2>	Alphanumeric	Made Up Estate
Home Address 3	35	<HomeAddress3>	Alphanumeric	Outer District
Home Address 4	35	<HomeAddress4>	Alphanumeric	Llangefni
Home Address 5	35	<HomeAddress5>	Alphanumeric	Anglesey
Post Code	8	<PostCode>	Alphanumeric	LL540AA
Telephone Number	35	<PhoneNo>	Alphanumeric	01248123456
Primary Contact First Name	35	<Forename>	Alphanumeric	Alan
Primary Contact Middle Name	35	<MiddleNames>	Alphanumeric	George
Primary Contact Surname	35	<Surname>	Alphanumeric	York
Telephone Number	35	<PhoneNo>	Alphanumeric	01248123456
Email Address	99	<Email>	Alphanumeric	string1@string2
Communication Requirements and Preferences	99	<CommunicationPreference>	Alphanumeric	Email in English
Alternative Contact First Name	35	<Forename>	Alphanumeric	Ffion
Alternative Contact Middle Name	35	<MiddleNames>	Alphanumeric	Alaw
Alternative Contact Surname	35	<Surname>	Alphanumeric	York
Alternative Telephone Number	35	<PhoneNo>	Alphanumeric	01248123456
Alternative Email Address	99	<Email>	Alphanumeric	string1@string2
Communication Requirements and Preferences	99	<CommunicationPreference>	Alphanumeric	Telephone in Welsh

IDP consent

Field name	Field length	XML tag	Field type	Sample data
IDP Consent	1	<IDPconsent>	Alphanumeric	1

Capacity issues

Field name	Field length	XML tag	Field type	Sample data
Capacity Issues	1	<IDPcapacityIssues>	Alphanumeric	0

3.4 Section 1B: Responsibility for the IDP

Responsibility for the IDP identifiers

Field name	Field length	XML tag	Field type	Sample data
Organisation	99	<IDPorganisation>	Alphanumeric	Anglesey Council
Start Date	10	<IDPstartDate>	Date	2020-12-31
Review Target Date	10	<IDPpreviewTargetDate>	Date	2021-12-31
Proposed Review Date	10	<IDPproposedReviewDate>	Date	2021-10-01

3.5 Section 1C: Profile (About Me)

Profile identifiers

Field name	Field length	XML tag	Field type	Sample data
Profile (About Me)	99,999	<IDPprofileAboutMe>	Alphanumeric	This data element should allowed free text up to a maximum of 9999 characters

3.6 Section 2A: Description of the child or young person's additional learning needs (ALN)

Additional learning needs

Field name	Field length	XML tag	Field type	Sample data
Provision	1	<SENProvision>	Alphanumeric	S
SEN Type	4	<SENType>	Alphanumeric	BESD
Curriculum and Teaching	3	<SENCurriculumAndTeachingMethods>	Alphanumeric	CT1
Grouping and Support	3	<SENGroupingAndSupport>	Alphanumeric	GS1
Specialised Resources	3	<SENSpecialisedResources>	Alphanumeric	SR1
Advice and Assessment	3	<SENAdviceAndAssessment>	Alphanumeric	AA1

3.7 Section 2B: Description and delivery of the child or young person’s additional learning provision (ALP)

Additional learning provision

Field name	Field length	XML tag	Field type	Sample data
Intended Outcome	99,999	<ALPintendedOutcome>	Alphanumeric	This should be used to detail the intended outcome of the provision
ALP to be Provided	99,999	<ALPprovisionDescription>	Alphanumeric	This is a description of the provision to be provided to achieve the intended outcome
Should the ALP be provided in Welsh	4	<Language>	Alphanumeric	ABA
Organisation/Service to Provide the ALP and Contact Details	99,999	<ALPorganisation>	Alphanumeric	Organisation Name
Start Date	10	<ALPstartDate>	Date	2021-09-01
End/Review Date	10	<ALPendDate>	Date	2022-08-31
End/Review Status	1	<ALPendDateStatus>	Boolean	1
Further details when an end date is selected	99,999	<ALPendDateInformation>	Alphanumeric	This is to provide further information when the end date is selected
Rationale for the ALP Listed Above	99,999	<ALPrationale>	Alphanumeric	This is to provide the rationale for the ALP provision

3.8 Section 2C: Description and delivery of ALP to be secured by an NHS body

This section is for recording the description of any ALP that **must**¹ be secured by an NHS Body, having been identified by that body as a relevant treatment or service that is likely to be of benefit in addressing the child or young person’s ALN. This section only applies in cases where there has been a referral to an NHS body for consideration as to whether there is a relevant treatment or service.

¹ Section 20(5) of the Act contains the requirement on the NHS body to secure it.

NHS additional learning provision

Field name	Field length	XML tag	Field type	Sample data
Intended Outcome	99,999	<ALPintendedOutcome>	Alphanumeric	This should be used to detail the intended outcome of the provision
ALP to be Provided	99,999	<ALPprovision>	Alphanumeric	This is a description of the provision to be provided to achieve the intended outcome
Should the ALP be provided in Welsh	4	<Language>	Alphanumeric	ABA
Organisation/Service to Provide the ALP and Contact Details	99,999	<ALPorganisation>	Alphanumeric	NHS Organisation Name
Start Date	10	<ALPstartDate>	Date	2021-09-01
End/Review Date	10	<ALPendDate>	Date	2022-08-31
End/Review Status	1	<ALPendDateStatus>	Boolean	1
Further details when an end date is selected	99,999	<ALPendDateInformation>	Alphanumeric	This is to provide further information when the end date is selected
Rationale for the ALP Listed Above	99,999	<ALPrationale>	Alphanumeric	This is to provide the rationale for the ALP provision

3.9 Section 2D: Places at a named school/institution or board/lodging

IDP named establishments

Field name	Field length	XML tag	Field type	Sample data
School Name	100	<Name>	Alphanumeric	Anglesey Comprehensive School
School Name	100	<Name>	Alphanumeric	Anglesey Comprehensive School
Board and Lodging Provision	100	<Name>	Alphanumeric	Anglesey Comprehensive School

3.10 Section 3A: Record of information used to develop the IDP

Record of development information

Field name	Field length	XML tag	Field type	Sample data
Record of Information Used to Develop the IDP	99,999	<IDPdevelopmentInformation>	Alphanumeric	This data element should allowed free text up to a maximum of 9999 characters

3.11 Section 3B: Record of information used to develop the IDP

Record of development information

Field name	Field length	XML tag	Field type	Sample data
Significant Events or Information Relevant to Understanding the Child or Young Person's ALN and Planning the Necessary ALP	99,999	<IDPsignificantInformation>	Alphanumeric	This data element should allowed free text up to a maximum of 9999 characters
Education Settings Previously Attended and Dates	3	<LEA>	Alphanumeric	660
Establishment number	4	<Estab>	Alphanumeric	1234
Entry Date	10	<EntryDate>	Alphanumeric	2021-09-01
Leaving Date	10	<LeavingDate>	Alphanumeric	2021-11-30

3.12 Section 3C: Transition

Transition

Field name	Field length	XML tag	Field type	Sample data
Transition	99,999	<IDPtransition>	Alphanumeric	This data element should allowed free text up to a maximum of 9999 characters

3.13 Section 3D: Travel arrangements

Travel arrangements

Field name	Field length	XML tag	Field type	Sample data
Travel Arrangements	99,999	<IDPtravelArrangements>	Alphanumeric	This data element should allowed free text up to a maximum of 9999 characters

4. User requirements

The below provides some advice and technical information to minimise bureaucratic and administrative burdens in the process of producing an accurate IDP file.

4.1 Import/export functionality

Any procured and/or developed system used for IDPs **must** be capable of importing and exporting a single file containing all of the necessary data elements that is written using the **XML** software language and using the **.idp** file extension.

This will minimise burdens and ensure ease of use for users when adding new data or extracting data for transfer.

This will also ensure that any solution that is procured/developed will be compatible with each each and capable of importing and extracting the minimum data requirements, as detailed in this software specification. This allows for the transfer of data between schools and local authorities to happen as easily as possible with minimal burdens.

4.2 Mandatory/optional items

Items marked as **M** (mandatory) in the XML example file are required data items. Schema checks will fail if these items are not present. Valid data is required for each mandatory field.

Items marked as **O** (optional) in the XML example file may be missing. If no data is present then a **no data, no tag** rule applies, meaning that if there is no data for this data element, then the entire tag should be absent to minimise the length of the XML file.

4.3 Miscellaneous

Special characters

The XML convention, which should be followed, is to use '&' for '&' and '>' for '>'.

The files should use UTF-8 encoding for special characters outside of the Latin character set. This is mainly for accurate Welsh translation of any messages and reports.

The Welsh Government normally specifies UTF-8 encoding for the production of error and summary reports when using any Welsh Government produced XSLT files provided for statutory data collections, but does not require the encoding reference in the XML files produced by suppliers to be UTF-8.

Boolean values

The universal set of allowed values for Boolean data elements is **1** (where true) and **0** (where false).

XML tags

All modular containers have been named with the **NAW** prefix to ensure no confusion between Welsh modules and those agreed for use in England by the Department for Education (DfE).

5. File naming convention

5.1 XML data extraction

Long file names will be used.

The unique file extension will be **.idp**.

School maintained IDPs

An example of an **Individual Development Plan (IDP)** file originating from a **school** to another school, local authority and/or further education institution would be:

6602050_IDP_660SC21_001.IDP

The file name shall be constructed from the following components that should be separated by underscore characters (“_”) as demonstrated in the file naming convention above:

- **660** is the **origin LEA number** and **must** be in the range of **660** to **681**;
- **2050** is the **origin establishment number**, which is the designated **school** number (school numbers can be found on the [Address list of schools](#) in Wales or at [My Local School](#));
- **IDP** is an indicator for the **data extraction type**;
- **660** is the **destination LEA number** and **must** be in the range of **660** to **681** for destination LEAs within Wales (the **LEA** look up table within the **Codesets** tab of **Modular CBDS** provides the correct codes to be used);
- **SC** is an indicator for a **school maintained IDP**;
- **21** is the last two digits of the **first year of the current academic year**, that is for **2021/2022** it should be **21**, for **2022/2023** it should be **22** and so on;
- **001** is the **version number** of the data extraction and should be incremented by one number for each new extraction, that is the first IDP extraction from a particular software solution should be **001**, the second **002**, the third **003** and so on;
- **IDP** is the **unique extension** to be used for XML language files to transfer IDP data.

The total file name length **must** be **27** characters.

Local authority maintained IDPs

An example of an **Individual Development Plan (IDP)** file originating from a **local authority** to another school, local authority and/or further education institution would be:

6609000_IDP_660LA21_001.IDP

The file name shall be constructed from the following components that should be separated by underscore characters (“_”) as demonstrated in the file naming convention above:

- **660** is the **origin LEA number** and **must** be in the range of **660** to **681**;
- **9000** is the **origin establishment number**, where **9000** is the universal designated number for a local authority data extraction;
- **IDP** is an indicator for the **data extraction type**;
- **660** is the **destination LEA number** and **must** be in the range of **660** to **681** for destination LEAs within Wales (the **LEA** look up table within the **Codesets** tab of **Modular CBDS** provides the correct codes to be used);
- **LA** is an indicator for a **local authority maintained IDP**;
- **21** is the last two digits of the **first year of the current academic year**, that is for **2021/2022** it should be **21**, for **2022/2023** it should be **22** and so on;
- **001** is the **version number** of the data extraction and should be incremented by one number for each new extraction, that is the first IDP extraction from a particular software solution should be **001**, the second **002**, the third **003** and so on;
- **IDP** is the **unique extension** to be used for XML language files to transfer IDP data.

The total file name length **must** be **27** characters.

Further education institution maintained IDPs

An example of an **Individual Development Plan (IDP)** file originating from a **further education institution** to another school, local authority and/or further education institution would be:

0009004_IDP_660FE21_001.IDP

The file name shall be constructed from the following components that should be separated by underscore characters (“_”) as demonstrated in the file naming convention above:

- **000** is the **origin number** and **must** be **000** for a further education institution;
- **9004** is the **origin establishment number**, which is the designated **further education institution** number (further education institution numbers can be found in the **P16 Learning Providers List** look up table within the **P16** tab of the **Modular CBDS** document);
- **IDP** is an indicator for the **data extraction type**;
- **660** is the **destination LEA number** and **must** be **000** if being sent to another further education institutions or in the range of **660** to **681** if being sent to a school and local authority (the **LEA** look up table within the **Codesets** tab of **Modular CBDS** provides the correct codes to be used);
- **FE** is an indicator for a **school maintained IDP**;
- **21** is the last two digits of the **first year of the current academic year**, that is for **2021/2022** it should be **21**, for **2022/2023** it should be **22** and so on;

- **001** is the **version number** of the data extraction and should be incremented by one number for each new extraction, that is the first IDP extraction from a particular software solution should be **001**, the second **002**, the third **003** and so on;
- **IDP** is the **unique extension** to be used for XML language files to transfer IDP data.

The total file name length **must** be **27** characters.

6. XML message structure

Please refer to the latest version of the IDP XML Software Specification document to view the example structure for the XML that is relevant to IDPs.

The document can be found on the [Software Development Forum pages of DEWi](#) and under the path:

[Software Development Forum](#) > [Additional Learning Needs](#) > [Individual Development Plans](#)