



Data Exchange Wales initiative (DEWi)

Individual Development Plans (IDP) Transfer System

Desk Instructions & Guidance for use of the DEWi IDP Transfer System

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Introduction

The Additional Learning Needs and Education Tribunal (Wales) Act 2018 (ALNET) is the statutory framework for supporting learners with additional learning needs (ALN). It is accompanied by the Additional Learning Needs Code for Wales 2021 (the ALN Code) which makes sure the ALN system has a set of clear, legally enforceable parameters within which schools, local authorities, Further Education Institutions (FEIs) and other partners responsible for the delivery of services to learners must act. For full details on the ALNET and the ALN Code for Wales, please see the following links: [The Additional Learning Needs and Education Tribunal \(Wales\) Act 2018](#) and [The Additional Learning Needs Code for Wales 2021 \(gov.wales\)](#)

The ALN Code and regulations came into force on 1 September 2021 to ensure children and young people aged 0 to 25 an access additional support to meet their needs, that is properly planned for and protected, with learners at the heart of the process.

Under the ALN system, statements, and plans such as individual education plans (IEPs) and learning and skills plans (LSPs) are being replaced by individual development plans (IDPs) which can be maintained by a school, local authority or FEI. The ALN system is being introduced in a phased approach over a 4-year period. During this period children are moving from the SEN to the ALN system in groups. During transition the two systems are running in parallel.

Since late 2021, schools, local authorities and FEIs have been developing digital solutions for IDPs (online IDPs) in line with the Welsh Government minimum specification document, published via DEWi SDF - [DEWi SDF - IDP Min Specs](#).

The Welsh Government has developed an IDP Transfer System within the Data Exchange Wales initiative (DEWi), which allows schools, local authorities (LAs), and FEIs to transfer IDPs to and from maintained settings which are using different online IDP systems. This ensures the IDP accompanies the learner throughout their education to enable the opportunity to learn effectively and achieve their full potential.

The aim of these desk instructions is to give guidance to all users on the IDP Transfer System. The screenshots used in this guidance are from a test environment and any images of usernames, filenames etc. are only used for illustration purposes and are not 'real life' usernames or files.

User Types

The transfer system is designed for use by four different user types. Each user type has its own username format as described below.

School User – a user within a maintained school, who may be responsible for maintaining and/or transferring the IDP on behalf of the school.

Example. of school user, username: **idp.6811234.FirstNameSurname**

681 = the LEA reference

1234 = Establishment number of the school

FirstNameSurname = The first and surname of the individual user

Local Authority User – a user within a local authority, who may be responsible for maintaining and/or transferring the IDP for the local authority and any schools and FEI's it may be responsible for within their LA. This account type is used solely for transferring IDPs.

Example of LA user, username: **idp.6819000.FirstNameSurname**

681 = the LEA reference

9000 = This is always 9000 for a LA user

FirstNameSurname = The first and surname of the individual user

Local Authority IMS User – a user within a local authority, who may be responsible for maintaining and/or transferring the IDP for the local authority and any schools and FEI's it may be responsible for within their LA. This user already has access to DEWi for other data transfer responsibilities. Permissions have been added to allow access to the IDP transfer system via their usual DEWi account.

Example of LA IMS username: **660.FirstName.Surname**

660 = the LEA reference

Firstname.Surname = The first and surname of the individual user

Further Education Institution User – a user within a FEI, who may be responsible for maintaining and/or transferring the IDP for the FEI.

e.g. of FEI user, username: **idp.0009001.FirstNameSurname**

000 = FEIs will always start with 000

9001 = The establishment number of the FEI

FirstNameSurname = The first and surname of the individual user

Logging into DEWi

The DEWi website is accessible via the following links and can be viewed in Welsh and English and the language can be changed using the language switcher button in the top right of screen:

[Mewngofnodi - DEWi \(Ilyw.cymru\)](#)

[Login - DEWi \(gov.wales\)](#)

The DEWi landing page is shown below and requires a username and password to gain access.

Uywodraeth Cymru
Welsh Government

Cymraeg

Software Development Forum >

Schools' Portal >

DEWi
Version 2324.2

Username

Password

Sign in

General enquiries: DEWi@gov.wales Urgent enquiries: 0300 062 5014

[Forgotten password](#)

▲ Back to top

[Accessibility](#) [Cookies](#) [Privacy](#) [Acceptable Use](#)

Uywodraeth Cymru
Welsh Government

[Privacy - Terms](#)

Once securely signed in you'll land on the Home page, you'll see the username you are signed in as in the top right of the screen and a Sign out button.

Above that, you will also have a language switcher feature to change the language to Welsh or English.

Across the top banner you'll see menu items, Home, SDF, IDP and Administration.

The screen you are currently in will be highlighted blue, as shown below you are viewing the Home page.

The screenshot shows the DEWI website interface. At the top left is the Welsh Government logo with the text 'Llywodraeth Cymru Welsh Government'. At the top right is a language switcher set to 'Cymraeg'. Below this is the DEWI logo and a user profile for 'idp.6819000.laaccount' with a 'Sign out' button. A navigation bar contains 'Home' (highlighted in blue), 'SDF', 'IDPs', and 'Administration'. The main content area features a 'Welcome' heading and a paragraph of text: 'Welcome to DEWI, the secure transfer site for data in Wales. Please use the DEWI site for the transfer of statutory returns to the LAs and the Welsh Government. Also Secondary Schools can now use the DEWI site for downloading Common Transfer Files (CTFs) containing Unique Learner Numbers (ULNs) from the Learning Records Service. All other CTFs should continue to be downloaded using the [S2S website](#).' At the bottom left is a 'Back to top' button. At the bottom center are links for 'Accessibility', 'Cookies', 'Privacy', and 'Acceptable Use'. At the bottom left is the Welsh Government logo and text.

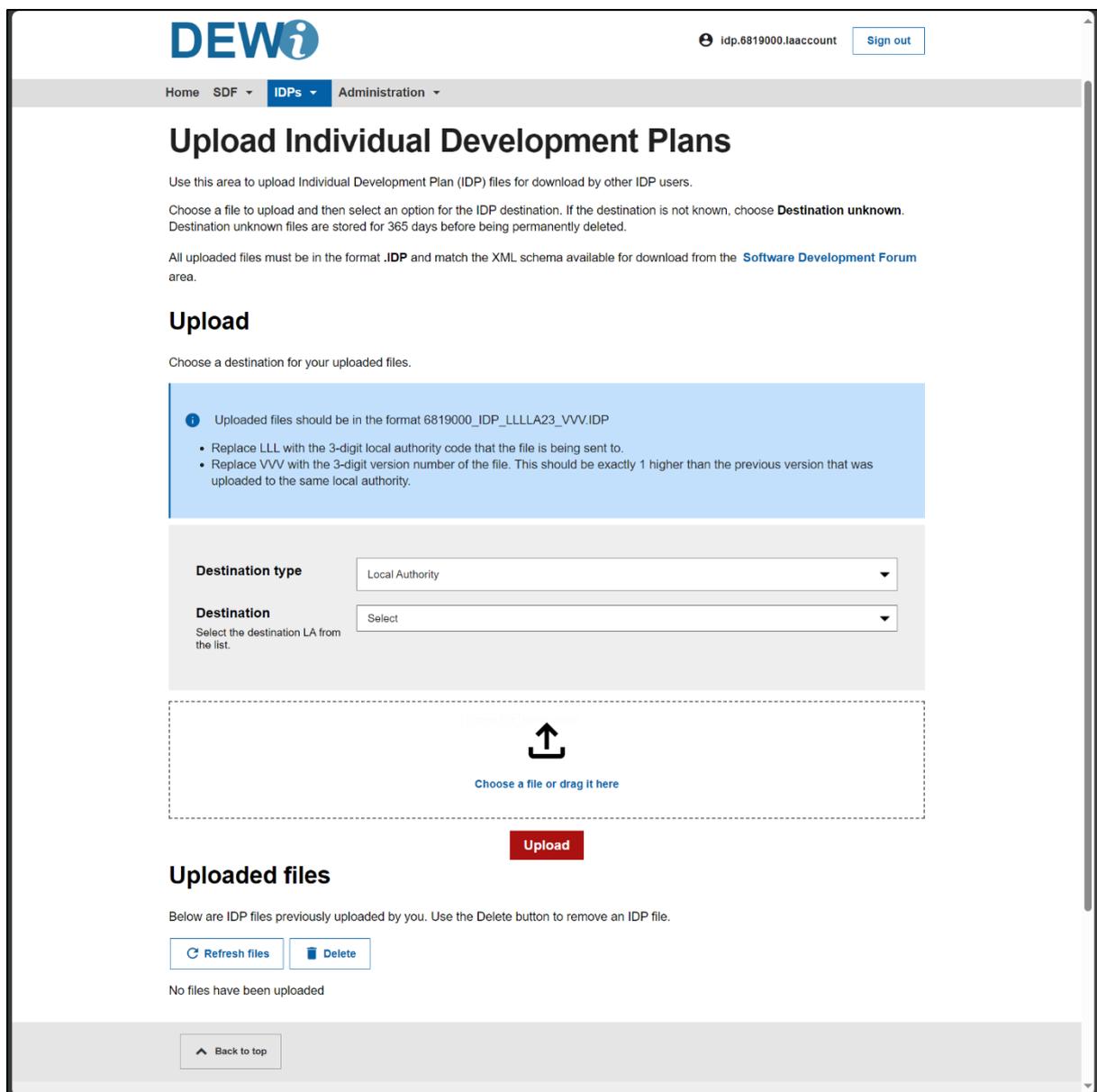
IDP Dropdown Menu

Upload Individual Development Plans

Navigate to the IDP dropdown and select Upload Individual Development Plans. You will use this area to upload IDP files for another IDP user to download.

Here you'll choose a file to upload and then select an option for the IDP destination, either Local Authority, School or User.

All uploaded files must be in the format **.IDP** and match the XML schema available for download from the [Software Development Forum](#) area.



The screenshot shows the DEW IDP upload interface. At the top, the DEW logo is on the left, and the user's account information 'idp.6819000.laaccount' and a 'Sign out' button are on the right. Below the header, there are navigation tabs for 'Home', 'SDF', 'IDPs', and 'Administration'. The main heading is 'Upload Individual Development Plans'. Below this, there is a brief instruction: 'Use this area to upload Individual Development Plan (IDP) files for download by other IDP users.' This is followed by a note: 'Choose a file to upload and then select an option for the IDP destination. If the destination is not known, choose **Destination unknown**. Destination unknown files are stored for 365 days before being permanently deleted.' Another note states: 'All uploaded files must be in the format **.IDP** and match the XML schema available for download from the [Software Development Forum](#) area.'

The 'Upload' section is titled 'Upload' and includes the instruction 'Choose a destination for your uploaded files.' Below this is a light blue information box with a warning icon and the text: 'Uploaded files should be in the format 6819000_IDP_LLLLA23_VVV.IDP'. It contains two bullet points: 'Replace LLL with the 3-digit local authority code that the file is being sent to.' and 'Replace VVV with the 3-digit version number of the file. This should be exactly 1 higher than the previous version that was uploaded to the same local authority.'

Below the information box are two dropdown menus. The first is labeled 'Destination type' and has 'Local Authority' selected. The second is labeled 'Destination' and has 'Select' selected. Below the dropdowns is a dashed box containing an upload icon and the text 'Choose a file or drag it here'. Below this dashed box is a red 'Upload' button.

The 'Uploaded files' section is titled 'Uploaded files' and includes the text: 'Below are IDP files previously uploaded by you. Use the Delete button to remove an IDP file.' Below this text are two buttons: 'Refresh files' and 'Delete'. Below the buttons, it says 'No files have been uploaded'. At the bottom of the page, there is a 'Back to top' button.

Destination Type

When uploading an IDP file, there are three useable destination types as detailed below.

Do Not Use: It is important you **don't select Destination Unknown** as a destination option. This destination is subject to further development.

Please see See [File Name Convention](#) page for full details on how each file should be named accordingly.

- Local Authority
 - When you're aware of which LA, but not specifically which school the learner, has moved to. You should see a dropdown list of local authorities to choose from.
- School
 - Use School, when you have confirmation of the LA and school the learner has moved to. A destination box appears when School is selected, here you must enter the full 7-digit code for the destination, which is made up of the LA and Estab numbers e.g. 6601234.
- User
 - You can select user, if you know the username of of the specific recipient of the IDP file e.g. idp.6601234.Firstname.Surname

All uploaded files must be in the format **.IDP** and match the XML schema available for download from the [Software Development Forum](#) area.

Upload

Choose a destination for your uploaded files.

1 Uploaded files should be in the format 6609000_IDP_LLLLA23_VVV.IDP

- Replace LLL with the 3-digit local authority code that the file is being sent to.
- Replace VVV with the 3-digit version number of the file. This should be exactly 1 higher than the previous version that was uploaded to the same local authority.

Destination type

For destination unknown, use the

- Destination Unknown
- Local Authority
- School
- User

Choose a file or drag it here

Upload

File Naming Convention

There is information on screen which guides you on the file naming convention.

IDP files must be in the following format: **LEAESTAB_IDP_LLLLA23_VVV.IDP**

The file name is based on how the IDP is maintained, please see full details below on how the file name is constructed by how it is maintained i.e. either School, LA or FEI maintained IDP.

Your IDP solution should already output the file to the correct file naming convention, as per the minimum requirements and specification documents, which form part of the terms and conditions of the grant.

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_660SC23_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**;
- **23** is the last two digits of the **first year of the current academic year**, that is for **2023/2024** it should be **23**, for **2024/2025** it should be **24** 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_660LA23_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**;
- **23** is the last two digits of the **first year of the current academic year**, that is for **2023/2024** it should be **23**, for **2024/2025** it should be **24** 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_660FE23_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 **P16LearningProvidersList** look up table within the **P16** tab of the **Modular CBDS** document) found via the link to SDF; [Software Development Forum - DEWi \(gov.wales\)](#)
- **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 institution 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 **further education institution maintained IDP**;
- **23** is the last two digits of the **first year of the current academic year**, that is for **2023/2024** it should be **23**, for **2024/2025** it should be **24** 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.

Identifying School and FEI Establishment Numbers

Schools

The establishment number, which is the designated school number, can be found on the [Address list of schools](#) in Wales or at [My Local School](#)

FEIs

Please see below list of current FEIs and their associated Establishment Number.

| FE colleges | Establishment Number |
|------------------------------------------------------|----------------------|
| Bridgend College | 9004 |
| Coleg Sir Gâr | 9005 |
| Coleg Gwent | 9010 |
| Grwp Llandrillo Menai | 9012 |
| Merthyr Tydfil College | 9015 |
| Pembrokeshire College | 9017 |
| St David's Sixth Form College | 9023 |
| Gower College Swansea (merger Gorseinon and Swansea) | 9035 |
| Cardiff and Vale College | 9036 |
| Coleg Cambria (merger Yale and Deeside) | 9037 |
| Coleg y Cymoedd (merger Morgannwg and Ystrad Mynach) | 9038 |
| Grwp NPTC Group (merger Powys and Neath Port Talbot) | 9039 |
| Adult Learning Wales | 9040 |

Uploaded Files

You can edit the destination of an uploaded IDP file, this is to allow for when you've become aware of the specific school or user after upload. This feature is restricted for use to amend the recipient within umbrella of the originally intended recipient.

For example:

Previously you have uploaded an IDP file for an LA recipient (e.g. 680), you can only amend to a specific school or user, within the limitations of the original LEA code i.e. a school or specific user within 680.

To amend the destination after uploading a file to a LA, you can see 'Details' highlighted as a link to the right of the file.

Uploaded files

Below are IDP files previously uploaded by you. Use the Delete button to remove an IDP file.

[Refresh files](#) [Delete](#)

| <input type="checkbox"/> | Filename | Uploaded Date | Destination | Upload Status | |
|-------------------------------------|-----------------------------|------------------|------------------------------|-------------------------------|-------------------------|
| <input type="checkbox"/> | 6619000_IDP_660LA23_011.idp | 21/03/2024 15:00 | 660 - Isle of Anglesey | Uploaded | Details |
| <input type="checkbox"/> | 6619000_IDP_660LA23_010.IDP | 21/03/2024 14:39 | 660 - Isle of Anglesey | Uploaded | Details |
| <input checked="" type="checkbox"/> | 6619000_IDP_660LA23_008.idp | 19/03/2024 10:59 | 660 - Isle of Anglesey | Virus Scan Failed With Errors | |
| <input type="checkbox"/> | 6619000_IDP_660LA23_005.IDP | 21/02/2024 09:55 | 4027 - Ysgol Gyfun Llangejni | Uploaded | Details |
| <input type="checkbox"/> | 6619000_IDP_660LA23_004.IDP | 21/02/2024 09:54 | 660 - Isle of Anglesey | Uploaded | Details |
| <input type="checkbox"/> | 6619000_IDP_660LA23_003.IDP | 21/02/2024 09:54 | 660 - Isle of Anglesey | Uploaded | Details |
| <input type="checkbox"/> | 6619000_IDP_660LA23_002.IDP | 21/02/2024 09:54 | 660 - Isle of Anglesey | Uploaded | Details |
| <input type="checkbox"/> | 6619000_IDP_660LA23_001.IDP | 21/02/2024 09:47 | 660 - Isle of Anglesey | Uploaded | Details |

[Back to top](#)

Once you have identified and selected the file you wish to amend the destination of, you will see the screen below.

In this example we have selected file named: 6619000_IDP_660LA23_010.idp

This file was uploaded by LEA 661, the 9000 element represents it was uploaded by a LA user type.

The 660LA23 represents it was intended for an LA user, specifically 660 and it is a LA maintained IDP for the academic year of 2023/24 and its version 010 of this filename type.

The screenshot shows the 'Edit Individual Development Plan' interface. At the top, there is a header with the DEW i logo and a 'Sign out' button. Below the header, there is a navigation bar with 'Home', 'SDF', 'IDPs', and 'Administration'. The main heading is 'Edit Individual Development Plan'. Below the heading, there is a sub-heading: 'Here you can edit the destination of the selected IDP file. Other fields are readonly and cannot be edited.' The form contains the following fields:

- Filename:** 6619000_IDP_660LA23_010.IDP
- Uploaded Date:** 21/03/2024 14:39
- Downloaded By:** (empty)
- Downloaded Date:** (empty)
- Destination type:** A dropdown menu with 'School' selected and 'User' as an option.
- Destination:** A text input field with a note: 'Enter the full 7-digit code for the destination school, including the local authority and estab number.'

At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

The file shown has not yet been downloaded as the 'downloaded by' and date are not populated in the table shown on screen. If the file had been downloaded the details would appear in the cells of the table.

You can select the Destination type via the dropdown, the only options are to School or User. If you wish to change the LA destination, you must delete, regenerate the IDP with the correct filename before uploading.

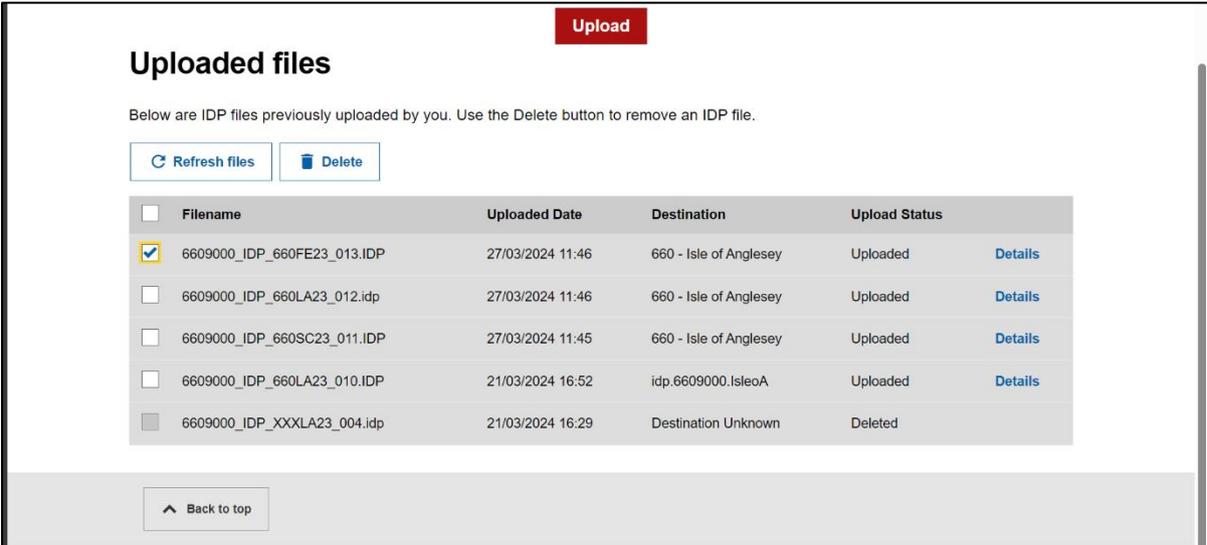
To change destination to a specific school, you must enter the full 7-digit code for the destination which includes the LEA and Estab number e.g. 6601234 and select Save.

To change destination to a specific user, you must enter the full username of the destination which could be, IDP.6601234.Firstname.Surname OR a LA IMS user account, such as 660.firstname.surname and select Save.

Delete Uploaded IDP Files

You are only permitted to delete the IDP files you have uploaded.

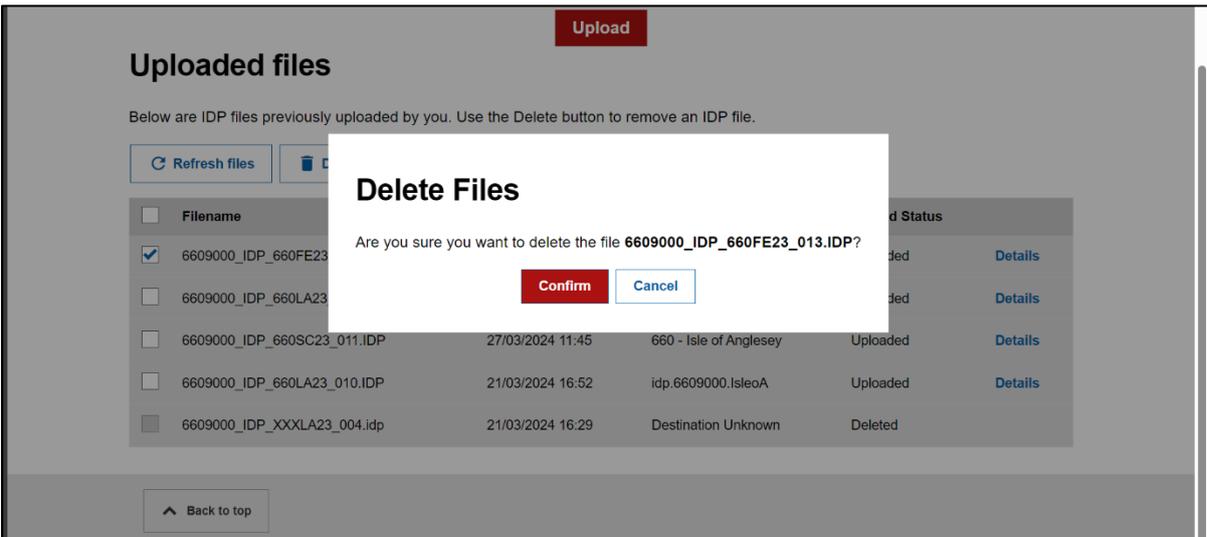
If you have uploaded an IDP file to the incorrect recipient or incorrect version etc and you wish to delete for any reason, you can delete the file by navigating to Uploaded files and selecting the tick box to the left of the file, then selecting the Delete button.



The screenshot shows the 'Uploaded files' section of a web interface. At the top right, there is a red 'Upload' button. Below the heading, there is a sub-heading 'Uploaded files' and a brief instruction: 'Below are IDP files previously uploaded by you. Use the Delete button to remove an IDP file.' There are two buttons: 'Refresh files' and 'Delete'. Below these is a table with the following columns: 'Filename', 'Uploaded Date', 'Destination', and 'Upload Status'. The first row is selected with a yellow checkmark. The table contains five rows of data. At the bottom left, there is a 'Back to top' button.

| <input type="checkbox"/> | Filename | Uploaded Date | Destination | Upload Status | |
|-------------------------------------|-----------------------------|------------------|------------------------|---------------|-------------------------|
| <input checked="" type="checkbox"/> | 6609000_IDP_660FE23_013.IDP | 27/03/2024 11:46 | 660 - Isle of Anglesey | Uploaded | Details |
| <input type="checkbox"/> | 6609000_IDP_660LA23_012.idp | 27/03/2024 11:46 | 660 - Isle of Anglesey | Uploaded | Details |
| <input type="checkbox"/> | 6609000_IDP_660SC23_011.IDP | 27/03/2024 11:45 | 660 - Isle of Anglesey | Uploaded | Details |
| <input type="checkbox"/> | 6609000_IDP_660LA23_010.IDP | 21/03/2024 16:52 | idp.6609000.IsleoA | Uploaded | Details |
| <input type="checkbox"/> | 6609000_IDP_XXLA23_004.idp | 21/03/2024 16:29 | Destination Unknown | Deleted | |

You will see a pop-up box, detailing the filename you are about to delete – please ensure this is the correct file to delete. If you wish to delete this file, select confirm if not, select Cancel.



The screenshot shows the same 'Uploaded files' interface as above, but with a white pop-up dialog box titled 'Delete Files' in the center. The dialog box contains the text: 'Are you sure you want to delete the file 6609000_IDP_660FE23_013.IDP?' and two buttons: 'Confirm' (red) and 'Cancel' (white). The background interface is dimmed.

You will see the status of the file you have deleted has been updated to show as Deleted, and the tick box is now greyed out as there are no features you can perform with this file.

The deleted file remains under the Uploaded files section with the status of Deleted, as a record of IDP files which were uploaded but later deleted.

File 6609000_IDP_660FE23_013.IDP deleted.

Destination type

For destination unknown, use the value of "XXX" for the destination local authority in the file name.


[Choose a file or drag it here](#)

Upload

Uploaded files

Below are IDP files previously uploaded by you. Use the Delete button to remove an IDP file.

[Refresh files](#) [Delete](#)

| <input type="checkbox"/> | Filename | Uploaded Date | Destination | Upload Status |
|--------------------------|-----------------------------|------------------|------------------------|----------------------------------|
| <input type="checkbox"/> | 6609000_IDP_660FE23_013.IDP | 27/03/2024 11:46 | 660 - Isle of Anglesey | Deleted |
| <input type="checkbox"/> | 6609000_IDP_660LA23_012.idp | 27/03/2024 11:46 | 660 - Isle of Anglesey | Uploaded Details |
| <input type="checkbox"/> | 6609000_IDP_660SC23_011.IDP | 27/03/2024 11:45 | 660 - Isle of Anglesey | Uploaded Details |
| <input type="checkbox"/> | 6609000_IDP_660LA23_010.IDP | 21/03/2024 16:52 | idp.6609000.IsleoA | Uploaded Details |
| <input type="checkbox"/> | 6609000_IDP_XXXLA23_004.idp | 21/03/2024 16:29 | Destination Unknown | Deleted |

Download Individual Development Plans

Navigate to the IDP dropdown and select **Download Individual Development Plans**. This page allows you to download IDP files that have been made available for you to download i.e. if you are a LA user, the IDP has been sent to your LA.

Below Available IDP Files is the **Recent IDP Downloads** section which is a list of IDPs previously sent to you which have been downloaded by you or someone with the permissions in your School, LEA or FEI within the last 45 days.

Note: Once the 'Download' button is selected and the file is transferred, the IDP file will no longer be available to download by any other users. Files will be permanently deleted 45 days after they have been downloaded. In the event of a download failure for any reason, please contact the sending user to request a re-upload.

You can also use the Undo Download function within the first 45 days, this will make the IDP file available to others within the applicable School, LEA or FEI.

 Llywodraeth Cymru
Welsh Government

Cymraeg

DEWi idp.6609000.isleoa [Sign out](#)

Home SDF **IDPs** Administration

Download Individual Development Plans

Use this area to download Individual Development Plan (IDP) files that have been sent to you. In the first section you can view any IDPs that have been sent to you by another user, and in the below section is a list of IDPs previously available to you which have been downloaded in the last 45 days.

Note: Once the 'Download' button is selected and the file is transferred, the IDP file will no longer be available to download by any other users. Files will be permanently deleted 45 days after they have been downloaded. In the event of a download failure for any reason, please contact the sending user to request a re-upload.

Available IDP Files

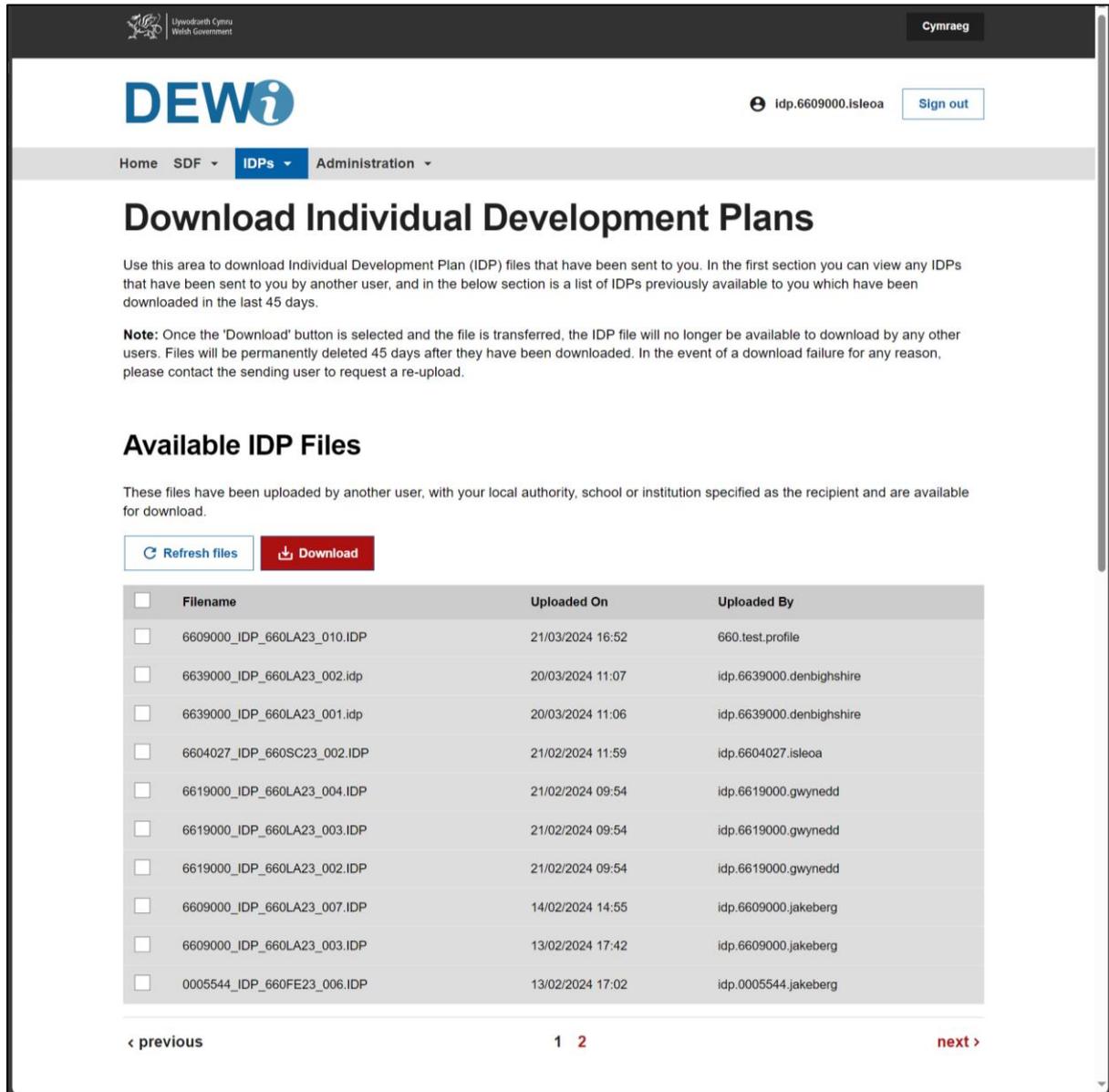
These files have been uploaded by another user, with your local authority, school or institution specified as the recipient and are available for download.

[Refresh files](#) [Download](#)

| <input type="checkbox"/> | Filename | Uploaded On | Uploaded By |
|--------------------------|-----------------------------|------------------|--------------------------|
| <input type="checkbox"/> | 6609000_IDP_660LA23_010.IDP | 21/03/2024 16:52 | 660.test.profile |
| <input type="checkbox"/> | 6639000_IDP_660LA23_002.idp | 20/03/2024 11:07 | idp.6639000.denbighshire |
| <input type="checkbox"/> | 6639000_IDP_660LA23_001.idp | 20/03/2024 11:06 | idp.6639000.denbighshire |
| <input type="checkbox"/> | 6604027_IDP_660SC23_002.IDP | 21/02/2024 11:59 | idp.6604027.isleoa |
| <input type="checkbox"/> | 6619000_IDP_660LA23_004.IDP | 21/02/2024 09:54 | idp.6619000.gwynedd |

Available IDP Files

These files have been uploaded by another user, with you, your local authority, school or further education institution, specifically identified as the recipient and are available for download.



The screenshot shows the DEW (Department of Education and Skills) portal interface. At the top, there is a header with the DEW logo, the Welsh Government logo, and the word 'Cymraeg'. A user profile for 'idp.6609000.isleoa' is visible with a 'Sign out' button. The main navigation bar includes 'Home', 'SDF', 'IDPs', and 'Administration'. The page title is 'Download Individual Development Plans'. Below this, there is a paragraph explaining the purpose of the area and a note about file availability. The 'Available IDP Files' section contains a table of files with columns for 'Filename', 'Uploaded On', and 'Uploaded By'. There are 'Refresh files' and 'Download' buttons above the table. At the bottom, there are navigation links for 'previous', '1 2', and 'next'.

Download Individual Development Plans

Use this area to download Individual Development Plan (IDP) files that have been sent to you. In the first section you can view any IDPs that have been sent to you by another user, and in the below section is a list of IDPs previously available to you which have been downloaded in the last 45 days.

Note: Once the 'Download' button is selected and the file is transferred, the IDP file will no longer be available to download by any other users. Files will be permanently deleted 45 days after they have been downloaded. In the event of a download failure for any reason, please contact the sending user to request a re-upload.

Available IDP Files

These files have been uploaded by another user, with your local authority, school or institution specified as the recipient and are available for download.

[Refresh files](#) [Download](#)

| <input type="checkbox"/> | Filename | Uploaded On | Uploaded By |
|--------------------------|-----------------------------|------------------|--------------------------|
| <input type="checkbox"/> | 6609000_IDP_660LA23_010.IDP | 21/03/2024 16:52 | 660.test.profile |
| <input type="checkbox"/> | 6639000_IDP_660LA23_002.idp | 20/03/2024 11:07 | idp.6639000.denbighshire |
| <input type="checkbox"/> | 6639000_IDP_660LA23_001.idp | 20/03/2024 11:06 | idp.6639000.denbighshire |
| <input type="checkbox"/> | 6604027_IDP_660SC23_002.IDP | 21/02/2024 11:59 | idp.6604027.isleoa |
| <input type="checkbox"/> | 6619000_IDP_660LA23_004.IDP | 21/02/2024 09:54 | idp.6619000.gwynedd |
| <input type="checkbox"/> | 6619000_IDP_660LA23_003.IDP | 21/02/2024 09:54 | idp.6619000.gwynedd |
| <input type="checkbox"/> | 6619000_IDP_660LA23_002.IDP | 21/02/2024 09:54 | idp.6619000.gwynedd |
| <input type="checkbox"/> | 6609000_IDP_660LA23_007.IDP | 14/02/2024 14:55 | idp.6609000.jakeberg |
| <input type="checkbox"/> | 6609000_IDP_660LA23_003.IDP | 13/02/2024 17:42 | idp.6609000.jakeberg |
| <input type="checkbox"/> | 0005544_IDP_660FE23_006.IDP | 13/02/2024 17:02 | idp.0005544.jakeberg |

[< previous](#) [1 2](#) [next >](#)

To download an IDP, select the applicable tick box to the left of the file and select the red Download button shown on screen.

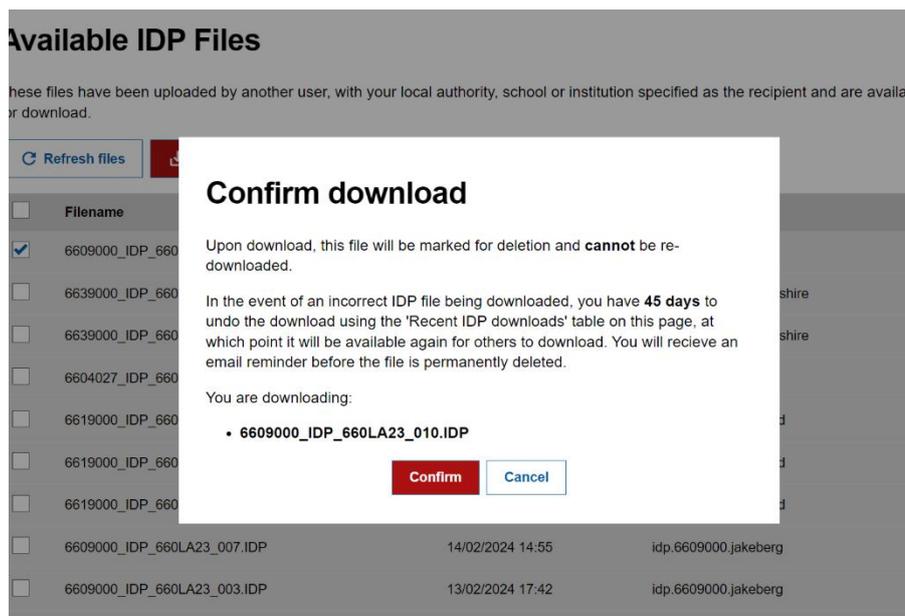
You will be asked to confirm the download:

*Upon download, this file will be marked for deletion and **cannot** be re-downloaded.*

*In the event of an incorrect IDP file being downloaded, you have **45 days** to undo the download using the 'Recent IDP downloads' table on this page, at which point it will be available again for others to download. You will receive an email reminder before the file is permanently deleted.*

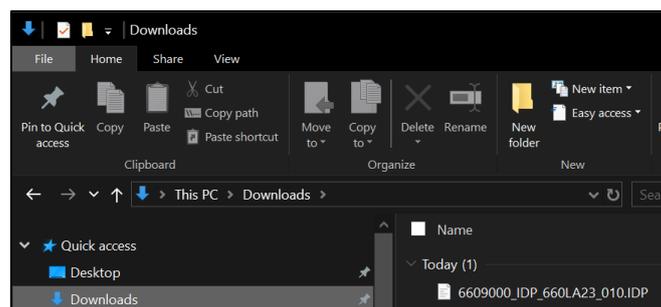
You are downloading:

- **6609000_IDP_660LA23_010.IDP**



If you are happy to continue to download the IDP, select Confirm or if this is the wrong file, select Cancel.

Once you have selected Confirm, you should see the file download and automatically save to your downloads within your windows explorer file structure shown here:



Recent IDP Downloads

All recently downloaded files will show in this section. The default display for this list will be to show the latest download at the top of the list, but each column is sortable by clicking on the headers; Filename, Downloaded Date or Downloaded By.

Recent IDP Downloads

These files have recently been downloaded by a user in your local authority, school or institution and are not available for download. If re-download is required, the original downloading user must use the **undo** option alongside the desired file to make it available to download once again.

[Refresh files](#) [Undo download](#)

| <input type="checkbox"/> | Filename | Downloaded Date | Downloaded By |
|--------------------------|-----------------------------|------------------|----------------------|
| <input type="checkbox"/> | 6609000_IDP_660LA23_010.IDP | 26/03/2024 09:46 | idp.6609000.isleoa |
| <input type="checkbox"/> | 6619000_IDP_660LA23_011.idp | 21/03/2024 16:39 | 660.test.profile |
| <input type="checkbox"/> | 6619000_IDP_660LA23_001.IDP | 19/03/2024 09:32 | idp.6609000.isleoa |
| <input type="checkbox"/> | 6609000_IDP_660LA23_006.IDP | 15/02/2024 14:07 | idp.6609000.jakeberg |
| <input type="checkbox"/> | 6609000_IDP_660LA23_001.IDP | 14/02/2024 14:49 | idp.6609000.jakeberg |
| <input type="checkbox"/> | 0005544_IDP_660FE23_009.IDP | 14/02/2024 14:49 | idp.6609000.jakeberg |
| <input type="checkbox"/> | 0005544_IDP_660FE23_007.IDP | 14/02/2024 14:49 | idp.6609000.jakeberg |
| <input type="checkbox"/> | 0005544_IDP_660FE23_008.IDP | 13/02/2024 17:59 | idp.6609000.jakeberg |
| <input type="checkbox"/> | 0005544_IDP_660FE23_004.IDP | 13/02/2024 17:44 | idp.6609000.jakealt |
| <input type="checkbox"/> | 0005544_IDP_660FE23_005.IDP | 13/02/2024 17:19 | idp.6609000.jakealt |

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Undo Download

You should use this feature to undo the download of any file, only applicable to the username you are currently signed using, by selecting the tick box to the left of the filename and then the Undo download button.

The screenshot displays a web interface for managing IDP (Identity Provider) downloads. At the top, there is a table listing several files with columns for checkboxes, filenames, dates/times, and usernames. Below this table are navigation links: '< previous', '1 2', and 'next >'. A section titled 'Recent IDP Downloads' contains a warning message: 'These files have recently been downloaded by a user in your local authority, school or institution and are not available for download. If re-download is required, the files will be available to download once again.' Below the warning is a 'Refresh files' button. A 'Confirm undo' dialog box is overlaid on the interface, asking 'Are you sure you want to undo the download of the following file(s)?' and listing '6609000_IDP_660LA23_010.IDP'. The dialog has 'Confirm' and 'Cancel' buttons. Below the dialog, another table of files is visible, with the first row selected (checkbox checked). At the bottom, there are navigation links: '< previous', '1 2', and 'next >', and a 'Back to top' button.

| Filename | Date/Time | Username |
|------------------------------------------------------|------------------|----------------------|
| <input type="checkbox"/> 6604027_IDP_660SC23_002.IDP | 21/02/2024 11:59 | idp.6604027.isleoa |
| <input type="checkbox"/> 6619000_IDP_660LA23_004.IDP | 21/02/2024 09:54 | idp.6619000.gwynedd |
| <input type="checkbox"/> 6619000_IDP_660LA23_003.IDP | 21/02/2024 09:54 | idp.6619000.gwynedd |
| <input type="checkbox"/> 6619000_IDP_660LA23_002.IDP | 21/02/2024 09:54 | idp.6619000.gwynedd |
| <input type="checkbox"/> 6609000_IDP_660LA23_007.IDP | 14/02/2024 14:55 | idp.6609000.jakeberg |
| <input type="checkbox"/> 6609000_IDP_660LA23_003.IDP | 13/02/2024 17:42 | idp.6609000.jakeberg |
| <input type="checkbox"/> 0005544_IDP_660FE23_006.IDP | 13/02/2024 17:02 | idp.0005544.jakeberg |

< previous 1 2 next >

Recent IDP Downloads

These files have recently been downloaded by a user in your local authority, school or institution and are not available for download. If re-download is required, the files will be available to download once again.

[Refresh files](#)

Confirm undo

Are you sure you want to undo the download of the following file(s)?

- 6609000_IDP_660LA23_010.IDP

[Confirm](#) [Cancel](#)

| Filename | Date/Time | Username |
|-----------------------------------------------------------------|------------------|----------------------|
| <input checked="" type="checkbox"/> 6609000_IDP_660LA23_010.IDP | | |
| <input type="checkbox"/> 6619000_IDP_660LA23_001.IDP | 19/03/2024 09:32 | idp.6609000.isleoa |
| <input type="checkbox"/> 6609000_IDP_660LA23_006.IDP | 15/02/2024 14:07 | idp.6609000.jakeberg |
| <input type="checkbox"/> 6609000_IDP_660LA23_001.IDP | 14/02/2024 14:49 | idp.6609000.jakeberg |
| <input type="checkbox"/> 0005544_IDP_660FE23_009.IDP | 14/02/2024 14:49 | idp.6609000.jakeberg |
| <input type="checkbox"/> 0005544_IDP_660FE23_007.IDP | 14/02/2024 14:49 | idp.6609000.jakeberg |
| <input type="checkbox"/> 0005544_IDP_660FE23_008.IDP | 13/02/2024 17:59 | idp.6609000.jakeberg |
| <input type="checkbox"/> 0005544_IDP_660FE23_004.IDP | 13/02/2024 17:44 | idp.6609000.jakealt |
| <input type="checkbox"/> 0005544_IDP_660FE23_005.IDP | 13/02/2024 17:19 | idp.6609000.jakealt |

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When you select 'confirm' the file will update into the Available IDP Files list above and become available to download again. The information message will confirm the successful undo of the download:

Successfully performed an undo on the selected files: 6609000_IDP_660LA23_010.IDP

Recent IDP Downloads

These files have recently been downloaded by a user in your local authority, school or institution and are not available for download. If re-download is required, the original downloading user must use the **undo** option alongside the desired file to make it available to download once again.

Successfully performed an undo on the selected files: 6609000_IDP_660LA23_010.IDP

The file is now available again to download, under the Available IDP Files section.

The screenshot shows the DEW (Developmental Education Wales) interface. At the top, there is a header with the Welsh Government logo and the text 'Llywodraeth Cymru Welsh Government'. A user profile 'idp.6609000.isleoa' is logged in, with a 'Sign out' button. The navigation menu includes 'Home', 'SDF', 'IDPs', and 'Administration'. The main heading is 'Download Individual Development Plans'. Below this, there is explanatory text and a 'Note' about file availability and deletion. The 'Available IDP Files' section contains a table with the following data:

| <input type="checkbox"/> | Filename | Uploaded On | Uploaded By |
|--------------------------|-----------------------------|------------------|------------------|
| <input type="checkbox"/> | 6609000_IDP_660LA23_010.IDP | 21/03/2024 16:52 | 660.test.profile |

Any issues with the IDP Transfer System please contact IMS@gov.wales