

# Inclusion Support Programme (ISP)

## Process for Services

### 1. Engage with an Inclusion Professional

If the service is not currently engaged with the Inclusion Agency, they will need to complete a [Request for Service form](#). Once this is received by the Inclusion Agency, an Inclusion Professional will be assigned to work with your service.



### 2. Obtain an AUSKey and access the Inclusion Support Portal

The service will need an AUSKey to access the Inclusion Support Portal as all information needs to be completed online. For more information, please see the [IS Portal Flowchart](#) on the Inclusion Development Fund's website. For technical support regarding the AUSKey, please contact the [AUSKey Helpdesk](#) or your Inclusion Professional. Once an AUSKey has been acquired the Inclusion Agency and your Inclusion Professional will assist in provisioning you to the Portal.

If the service is having difficulty accessing and navigating the Inclusion Support Portal, the Inclusion Professional is able to support them. However the service must take responsibility for completing this process.



### 3. Create an online Strategic Inclusion Plan

The service will need to create an online Strategic Inclusion Plan, by identifying specific barriers and strategies, and writing actions related to inclusive practice. They will work alongside their Inclusion Professional to reflect on current practice to develop the Strategic Inclusion Plan.



### 4. If applying for funding a signed Permission to Share form is required (Documentary Evidence may also be required)

If applying for Additional Educator via Immediate Time Limited or Inclusion Development Funding the family will need to sign a [Permission to Share form](#) and may be required to provide documentary evidence of the child's diagnosed disability or evidence that they are undergoing assessment. The service will need to ask the parent/guardian to provide documentation that meets Inclusion Development Funding Manager's standards. Some forms of evidence will need to be updated every 12 or 24 months. Please refer to the [IDFM's FAQ: Documentary Evidence](#) to determine what types of evidence are suitable, and how long each type of evidence is valid for.



### 5. If applying for Innovative Solutions Support, your allocated Inclusion Professional will support you to complete the application process.

Service educators can work collaboratively with their allocated Inclusion Professional to identify barriers and propose Innovative Solutions Support for the inclusion of all children. The project will need to be tailored to the unique needs of the service.



### 6. Continue reflecting on barriers to inclusion

The Inclusion Professional will continue supporting the director and educators to implement the strategies identified in their online Strategic Inclusion Plan and reflecting on inclusive practices. The service will need to write progress notes and update their Strategic Inclusion Plan every 12 months. A SIP should be updated throughout this period to reflect any changes and record the progress made.