

## THE FIND AN ADVISOR DIRECTORY

# HOW TO SUBMIT AND MANAGE YOUR LISTING

---

Date: October 2018

### INTRODUCTION

1. The NatSIP Website [www.natsip.org.uk](http://www.natsip.org.uk) offers access to many resources. One of these is the **Find an Advisor Directory**.

Established in 2017 in partnership with Sense, the **Find an Advisor Directory** (FAA) aims to help support children and young people with sensory impairment, their families and associated practitioners by signposting providers of additional and specialist services which may help achieve the best possible outcomes for children, whilst assisting statutory agencies to meet their legal responsibilities. These include; individual assessments and reports for EHC plans, intervenor and bespoke MSI training, coaching and mentoring.

If you are a Local Authority, school, family member or practitioner you can use the directory to find further information and details on the skilled advisors who may be able to assist.

If you offer traded or independent advisor services and wish to be listed in the **Find an Advisor Directory**. This document explains how to submit a listing for consideration.

The editor of the directory is NatSIP Associate Steve Rose ([steve.rose@natsip.org.uk](mailto:steve.rose@natsip.org.uk)) Please contact him with any queries not covered by this document.

### CONTENTS

How well used is the directory?	2
Who can be listed?	2
The process of submitting a listing	2
Timelines	2
Expectations	3
How do I submit a listing?	3
What information do I need for my listing?	3
How is a listing organised?	4
What else do I need to provide to be listed?	5
Submitting a listing – walkthrough	6
How do I edit my listing once it is live?	10
Can I suspend my listing?	11
I have retired and I don't want to be listed any more...	12
Appendix 1 Find an Advisor agreement statement	13

## HOW WELL USED IS THE DIRECTORY?

2. In the 12 months to November 2018, there were some 829 visits to the directory pages, with an average visit time of 42 minutes.

## WHO CAN BE LISTED?

3. The target audience of the find an advisor directory is for families and services who are seeking skilled sensory impairment practitioners. This means that people who are skilled and qualified in working with children and young people with hearing, multi-sensory or vision impairment can enter listings in the directory. Advisors could be teachers, speech and language therapists, occupational therapists, trainers, assistive technology specialists or deafblind guidance assessors. If you think you have something to offer, but are unsure whether you should list please contact Steve Rose, [steve.rose@natsip.org.uk](mailto:steve.rose@natsip.org.uk) who will be able to advise

## THE PROCESS OF SUBMITTING A LISTING

4. The following steps are in place to create your listing
  - 4.1 Register on the NatSIP website. You must be logged in to create a directory listing. See step 11.1
  - 4.2 Submit your listing to NatSIP with evidence of qualification(s). See step 11.5
  - 4.3 Upload evidence of your qualifications. You will need to upload a scanned copy of qualifications claimed within your advisor profile. (These scanned documents are not retained by NatSIP after verification.) See step 11.15
  - 4.4 Agree to and sign the 'Find an Advisor Agreement Statement'. This is attached in Appendix 1 and can be uploaded in the same way as the qualifications documentation using step 11.15.
  - 4.5 We will check and verify your profile. Any changes needed will be agreed with you, and then your listing will go live.

## TIMELINES

5. NatSIP aims to
  - acknowledge submissions to find an advisor within 5 working days
  - provide editorial feedback to submitted profiles within 5 working days
  - list agreed profiles within 5 working days

## EXPECTATIONS

6. As a listed advisor, we draw your attention to the following:
- Inclusion of a provider on this list does not serve as a recommendation of one advisor over another. This is a signposting service. There are other providers available.
  - Providers are listed alphabetically by surname.
  - Providers are established as individual entities (usually as sole traders), limited companies or trading services.
  - NatSIP will verify the qualifications of advisors before your listing is accepted for publication.
  - Commissioning arrangements sit between the commissioner (local authority, school or parent) and the provider (specialist advisor, or their employer)
  - NatSIP is not responsible for the quality of work done by advisors, and will not be involved with conflict or dispute resolution between commissioners and providers.

## HOW DO I SUBMIT A LISTING?

7. The FAA pages on the NatSIP website ([www.natsip.org.uk](http://www.natsip.org.uk)) allow you to submit a listing yourself.

## WHAT INFORMATION DO I NEED FOR MY LISTING?

8. You need to think about what data you want to list, and how you want to describe yourself and your services in the FAA directory. See below.

The directory is organised using tick-boxes ('flags') to mark records, so users (enquirers) can quickly find advisors who offer the services they are looking for.

There are flags for:

a) What kind of sensory impairment you cater for:

- Hearing Impairment
- Vision Impairment
- Multi-sensory Impairment.

You can tick all three if you want.

b) How you offer your service. This group of flags is labelled 'and who works for'. Here you can specify if you work:

- as an independent practitioner
- for a third sector or voluntary and community service (VCS) organisation
- for a Local Authority (LA)
- for an organisation contracted to a LA sensory impairment service

c) Where you are prepared to travel to:

The FAA database calls these 'areas covered'. There are flags for the nine English regions, Wales, Scotland, Northern Ireland, and a further flag for international. You can tick any number of flags, up to all of them. If you want to say that you cover the whole of the mainland UK, you need to tick 11 flags (leaving out Northern Ireland and International)

d) What kind of services you offer:

There are six classes of service:

- i) advisory
- ii) assessment
- iii) strategic
- iv) supervision
- v) training
- vi) other

You must tick at least one of these. You can tick any combination, up to all of them. For each class you tick, a text box appears, called 'xxx services detail' in which you can give details of how or what you provide for that service.

For your listing to be accepted, you must tick at least 1 service, and fill in 1 detail box.

## HOW A LISTING IS ORGANISED

9. A listing contains the following fields. You may wish to think about what you want to put in before you start submitting your listing

Field	Type	Mandatory?	Description	Examples
Title	Text	N	Style or Title	Mr
Forename	Text	Y	Advisor Forename	Steve, Gail
Surname	Text	Y	Advisor Surname	Rose, Deuce
Specialisms	Tick boxes	Y (1)	Tick for: Hearing Impairment, Vision Impairment Multi-Sensory Impairment  Minimum of 1 tick required	
Profile	Text	Y	A text description of you as an advisor	
Profession	Text	Y	Your profession	Teacher of the Deaf, Educational Audiologist
Practising as	Text	Y	What you practice as	Qualified Teacher of Vision Impaired
Qualifications	Text	N	Any professional qualifications you hold (press carriage return to get a new line)	Cert.Ed. BPhil.Spec.Ed.VI. (Distinction)
Based in	Text	N	Give an indication of where you are based, for example county or city	Wigan, Essex
Works	Tick Boxes	Y	Tick for: <ul style="list-style-type: none"> <li>• as an independent practitioner</li> <li>• for a third sector or voluntary and community service (VCS) organisation*</li> <li>• For a local authority sensory impairment service*</li> <li>• for an organisation contracted to an LA sensory impairment service*</li> </ul> Exactly 1 tick is required	
Works for	Text	Y (if shown)	The name of the organisation you work for.  This field is only displayed if 'Works' above is one of the options marked *	
About the organisation I work for	Text	Y (if shown)	Details of the organisation you work for.  This field is only displayed if 'Works' above is one of the options marked *	

Areas covered	Tick boxes	N	Tick each box if you cover that area/region.  To indicate that you cover the whole of the UK, you need to tick all boxes except 'International'  Minimum of 1 tick required	
Areas covered detail	Text	N	Any additional information on the areas you cover (many advisors leave this blank)	
Services Offered	Tick boxes	Y (1)	Tick each box if you offer that service.  Minimum of 1 tick required  For each box you tick, an 'xxx detail' box will appear below	
xxx detail (up to 6 of these)	Text	Y	Text description of each service you provide	
Professional memberships held	Text	N	Details of relevant professional memberships you hold	
Date of last DBS check	Date	N	Use the calendar tool to the R of the box to select the date your last DBS check was carried out  Leave blank if you are not DBS checked.	
Registered with the DBS update service?	Radio buttons	Y	If you are registered with the DBS Update Service, select Y or N as appropriate. If you are not DBS checked, leave as N/A	
Advisor's website	Text/URL	N	Enter the full URL of your website (including the http:// or https://)	
Advisor's phone number	Text	N	Enter your contact phone number	0121 345 6789

## WHAT ELSE DO I NEED TO PROVIDE TO BE LISTED?

- 10.** In addition to the information above, you need to upload evidence of qualifications that you have listed in your profile. (We don't need evidence of every CPD course you have done, but we need to assure enquirers/commissioners that you are qualified in what you say. Therefore we ask for scanned copies of your main qualifications. These are only viewed by the FAA editor and are not retained by NatSIP after viewing.

**You will also need to send scanned copy of signed copy of the Find an advisor agreement statement.** This is available in Appendix 1.

Details of how to submit these documents are detailed in step 11.15

## SUBMITTING A LISTING - WALKTHROUGH

11. The following is a walkthrough of submitting a listing for Louis Braille, a fictional VI advisor
- 11.1 In order to submit a listing you must be registered on, and logged in to, the NatSIP website at <http://www.natsip.org.uk>. If you are **not** registered, you can download a walkthrough/howto guide on the registration process from: <https://www.natsip.org.uk/public-documents/139-natsip-registration-howto>
- 11.2 Once you are logged in, you will see a welcome message on the upper right of the home page:



- 11.3 Look at the Quick Links menu on the left. Mouse click on the **Find an Advisor Directory** option

### User Menu

My Profile & Password  
Email Digest Settings  
Event Videos  
NatSIP Moodle

### Quick Links

A place to start for teachers, SENCOs and TAs  
Curriculum  
Commissioning  
Document Library  
EHC Plans & Assess-Plan-Do-Review  
Eligibility Frameworks for SI Services  
Exams and Access  
Find an Advisor Directory  
Funding for SEND  
Mainstream Training Pack  
MSI  
NatSIP Briefings  
NatSIP-CRIDE Study  
Outcomes Benchmarking  
Post-16 (16 - 25 Years)  
Quality Standards and Evaluation  
Resources  
SEND News and Reforms  
Sensory Service Reviews  
Sensory Learning Hub  
Training and Workforce Development  
Other...

Mouse click

- 11.4 On the Find an Advisor page, mouse click on the link or big red button at the bottom of the page:

Click **here** or on the big red button below to access the **Find an Advisor Directory**.



11.5 On the directory search page, you will find a **Submit new listing** button on the right under the search filters.

### Find an Advisor Directory

The Find an Advisor Directory contains listings of individual advisers and the services they offer. When you first come to this page, you will see all possible advisers listed. You can refine your search by applying filters:

1. **who knows about** - you can filter for advisers who are specialists in hearing impairment, vision impairment or multi-sensory impairment
2. **and who works** - you can filter for advisers who work independently, or who work for different types of organisation
3. **and who covers the following regions/areas** - you can narrow the listings by selecting only advisers who cover a particular area or region

Each time you apply a filter, the list of advisers available (scroll down to see it) will reduce to guide you to the relevant people.

Click on an adviser's name, or the **[Read more]** button to see more information on a particular adviser.

The screenshot shows the 'Find an advisor' filter interface. It has three main sections: 'who knows about:', 'and who works:', and 'and who covers the following regions/area(s):'. The 'who knows about:' section has three checkboxes: 'Hearing Impairment', 'Vision Impairment', and 'Multi-sensory Impairment'. The 'and who works:' section has three checkboxes: 'as an independent practitioner', 'for a third sector or voluntary and community service (VCS) organisation', and 'for an organisation contracted to an LA sensory impairment service'. The 'and who covers the following regions/area(s):' section has a grid of buttons for regions: North East, North West, Yorkshire & the Humber, East Midlands, West Midlands, East of England, Greater London, South East, South West, Wales, Scotland, Northern Ireland, and International. There is a 'Clear all filters' button in the top right. A red bar is at the top of the page. Two callouts are present: callout 1 points to the 'Ignore the filters' button, and callout 2 points to the 'Add new listing' button.

11.6 The form will appear. Scroll down to the section titled **Submission Instructions** and start to fill the form in:

### Submission instructions

- Select the category where you want to submit the new item.
- All form inputs marked \* are required.

Category

Find an Advisor Listings

The screenshot shows the 'Find an Advisor Info' form. It has three text input fields: 'Title', 'Forename', and 'Surname'. The 'Forename' and 'Surname' fields are marked with a red asterisk and an information icon. There are three callouts: callout 1 points to the 'Title' field with the text 'Enter your title', callout 2 points to the 'Forename' field with the text '...and your forename...', and callout 3 points to the 'Surname' field with the text '...and your surname'.

11.7 Here's a form with the first few entries filled in...

### Find an Advisor Info

Title ⓘ

Mr

Forename \* ⓘ

Louis

Surname \* ⓘ

Braille

Specialism(s) \* ⓘ

Hearing Impairment

Vision impairment

Multi-sensory Impairment

1 Use the mouse to tick the boxes that apply to you

## 11.8 Scroll down and carry on completing the form...

Specialism(s) \* **i**

Hearing Impairment     Vision Impairment     Multi-sensory Impairment

Profile \* **i**

Enter your profile text

Vision impairment advisor with skills in teaching braille literacy

Profession \* **i**

Teacher

...and your profession

Practicing as \*

Qualified Teacher of the Visually Impaired

and what you are practicing as

Qualifications

Details of your qualifications go here...

BSc (Hons) Education of the Visually Impaired  
MSc in Vision Impairment  
PhD

Based in

London

Where you are based in the country goes here...

## 11.9 The next section asks how you work. Please tick the option that applies to you.

Works \* **i**

Tick the option that applies to you

as an independent practitioner     for a third sector or voluntary and community service (VCS) organisation

for a local authority sensory impairment service     for an organisation contracted to an LA sensory impairment service

## 11.10 If you are not an independent practitioner...

as an independent practitioner     for a third sector or voluntary and community service (VCS) organisation

for a local authority sensory impairment service     for an organisation contracted to an LA sensory impairment service

Works for \*

...an additional box will appear where you can enter the name of the organisation you work for...

About the organisation I work for \*

...and a further box will appear where you can enter some text about the organisation you work for, for example, where it is based, or what it does.

10.11 When you get to the **Areas covered** section, you may need to tick multiple boxes. This is also the case for the **Services Offered** section.

1 For areas covered, you may need to make many ticks. Louis Braille covers the mainland UK, so he has ticked everything except 'Northern Ireland' and 'International'

2 For services offered, tick at least one box

3 Because Louis Braille has ticked 'Advisory Services', its detail box has appeared for him to enter text into

Areas Covered \*

North East     North West     Yorkshire & the Humber     East Midlands     West Midlands     East of England

Greater London     South East     South West     Wales     Scotland     Northern Ireland

International

Areas Covered Detail

Services Offered \*

Advisory Services     Assessment Services     Strategic     Supervision     Training     Other

Advisory Services Detail \*

11.12 If you tick more than one service, you'll get more than one detail box.

1 Note that for each service box ticked

2 ... you get a separate detail box appearing. This one is for advisory ...

3 ...and this one is for assessment

Services Offered \*

Advisory Services     Assessment Services     Strategic     Supervision     Training     Other

Advisory Services Detail \*

Advisory services detail text

Assessment Detail \*

Assessment services detail text

11.13 Scroll down and continue completing the form

1 Enter the details of your professional memberships

2 When you get to the date field, a calendar will pop up.

Professional Memberships Field

MBCS

Date of last DBS Check

Calendar: Dec 2018

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

Today    Clear    Done

11.14 Scroll down if necessary, and keep completing the form...

1 Select the date of your last DBS check (if you have one)

Date of last DBS Check  
2018-09-01

Registered with DBS Update Service? \*

N/A  No  Yes

2 Tick the appropriate option

Advisor's Website  
www.braille.com

3 Give your website address (if you have one)

Advisor's Email Address  
louis@braille.com

4 And your email address...

Advisor's Phone Number  
012 345 6789

5 And your phone number

11.13 You are now ready to submit the form.

You will be able to upload media right after you submit your listing.

I'm not a robot

1 Complete the Captcha...

2 ...and press the submit button.

Submit Cancel

11.14 It may take a few seconds for your form to be submitted. The 'tumble dryer' symbol may be displayed while the form is processed.

Once the form is submitted, you will see a screen similar to this:

Thank you for your submission. It will be published once it is verified. Go to listing

1 After a few seconds, you should see this message.

Add Media: Braille, Louis

Upload Media

Upload Limits: 0/10 • 20

2 Here is where you upload scans of your professional qualifications and DBS certificate

Select File

11.15 The next step is to upload scans of any documents required

This will include scanned copies of certificates of your qualifications listed in your profile and Appendix 1 Find an Advisor Agreement Statement

Do this **before** going to your listing.

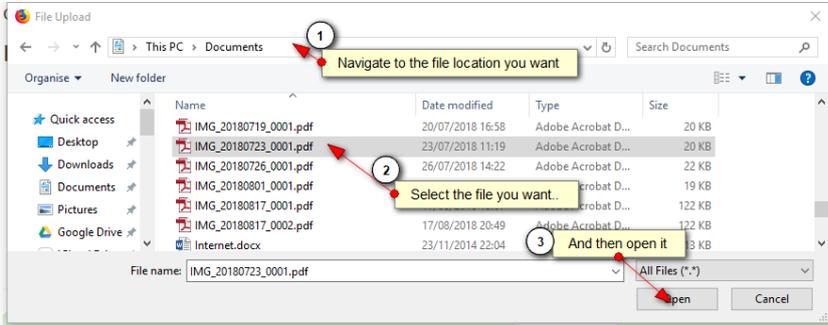
## Add Media: Braille, Louis

Upload Media

**Upload Limits:** 0/10 • 20MB

**Select Files** Select or Drag & Drop your files to automatically start the upload process

1 Click to select a file



Upload Media

**Upload Limits:** 0/10 • 20MB

**Select Files** Select or Drag & Drop your files to automatically start the upload process

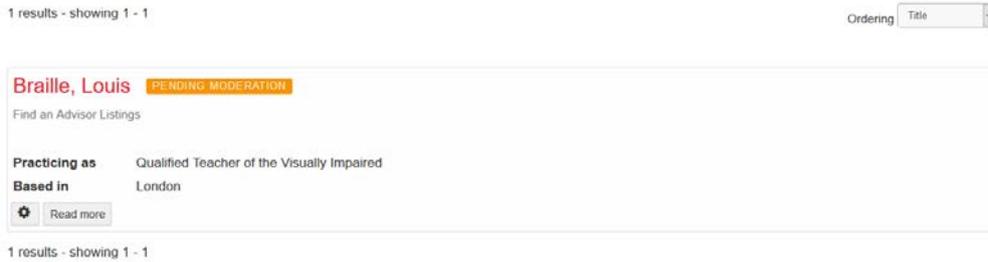
Upload Successful. Continue with uploads or leave this page.

My Media My Listings

1 After a few seconds, your file will upload and you should see this message

11.16 If you have more than one file to upload, mouse on the **Select Files** button again and repeat from Step 11.15

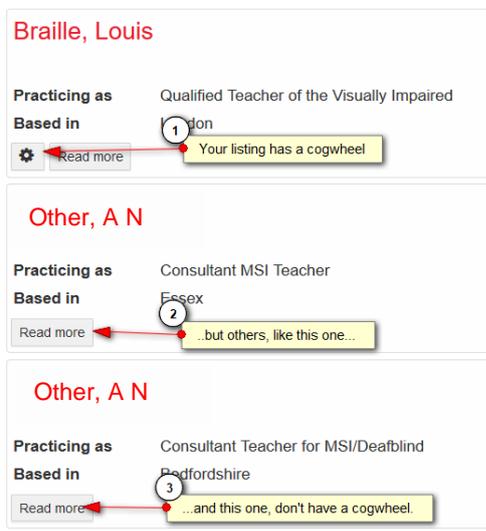
11.17 When you have uploaded all your files, mouse on **My listings** You should see the listing you submitted.  
**Listings by Louis Braille**



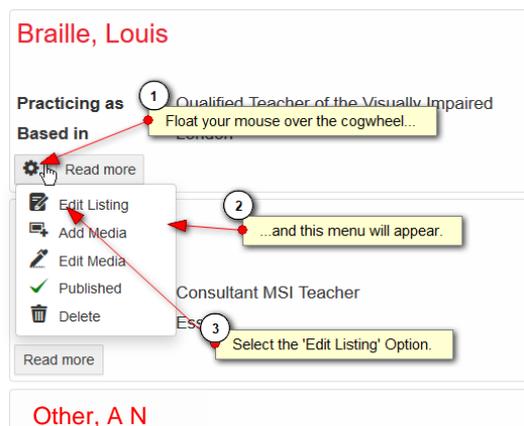
Note that is **Pending moderation** and will not be visible to everyone else until it has been checked by the directory editor. When your listing is approved, the Pending flag will vanish, and the listing will be visible in the directory.

## HOW DO I EDIT MY LISTING ONCE IT IS LIVE?

12.1 If you go into the FAA directory (see Steps 8 and following above, and scroll down until you can see the listings, you'll notice that **your** listing has a small cogwheel by it.



12.2 Float your mouse over the cogwheel...



... and select edit listing.

12.3 You'll see the listing form again, with your previous entries in it.

**Find an Advisor Info**

Title ⓘ  
Mr

Forename \* ⓘ  
Louis

Surname \* ⓘ  
Braille

Specialism(s) \* ⓘ  
 Hearing Impairment     Vision Impairment     Multi-sensory Impairment

Profile \* ⓘ  
Vision impairment advisor with special skills in teaching braille literacy

Make the changes you need, and then submit the listing again

Advisor's Email Address  
louis@braille.com

Advisor's Phone Number  
012 3456 7890

Note that a listing you have edited will need to be reviewed by the FAA directory editor before it is visible again.

## CAN I SUSPEND MY LISTING?

13.1 If you want to stop your listing being seen for a while (perhaps because you need to make changes to it) you can **unpublish** it

**Braille, Louis**

Practising ⓘ 1    Qualified Teacher of the Visually Impaired

Based in ⓘ    Float your mouse over the cogwheel...

⚙️ Read more

- Edit Listing
- Add Media
- Edit Media
- Published ⓘ 2    then select the Published option
- Delete

Read more

13.2 This 'flips' the status of your listing to 'Unpublished':

**Braille, Louis**

Practising as    Qualified Teacher of the Visually Impaired

Based in    London

⚙️ Read more

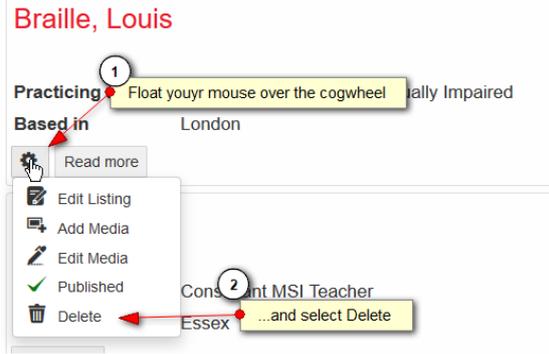
- Edit Listing
- Add Media
- Edit Media
- Unpublished ⓘ    Consultant MSI Teacher
- Delete

Read more

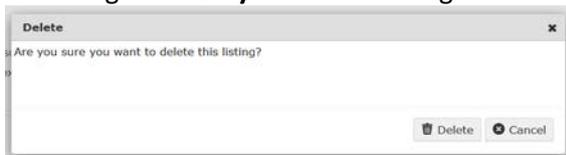
13.3 You can do the same thing again (only flipping the status from **unpublished** back to **published** when you are ready for your listing to be seen again.

## I HAVE RETIRED AND I DON'T WANT TO BE LISTED ANY MORE...

14.1 If you do not want to be listed in the FAA directory anymore, you can **delete your own listing**.



14.2 You will get an **Are you sure?** Message:



14.3 If you are **sure** that you want to irrevocably delete your listing - which will be shredded and cannot be got back (you will need to type it all in again if you change your mind), then mouse on **Delete**.

14.4 After a few seconds you will see a message that your listing has been deleted:

The listing was deleted.

**APPENDIX 1 FIND AN ADVISOR AGREEMENT STATEMENT**

This page needs to be signed and returned via the document upload function before a listing can be approved and taken live.

Advisor: the individual advisor who is listed in the advisor or service profile  
Provider: the company, service or sole trader engaging in commissioning arrangements, this includes independent advisors, LA services, VCS organisations and companies.  
Commissioner: the party requesting and paying for the service, this may include family, school, SEN Dept, Sensory Service etc.

I, \_\_\_\_\_ (name)  
of \_\_\_\_\_ (provider)

hereby agree with the following statements.

- 1) The provider takes responsibility for commissioning arrangements with commissioners, including resolution of payment and complaints
- 2) The advisor holds the appropriate qualifications outlined in the profile
- 3) The provider is covered by appropriate public liability and professional indemnity insurances
- 4) The advisor maintains current continuing professional development
- 5) The provider undertakes responsibility to ensure that appropriate tax and national insurances are paid
- 6) The provider agrees to abide by guidance set out by the NatSIP reference group in relation to 'Find an advisor' (as set out in this document)
- 7) The provider agrees to provide feedback about the experience of 'Find an advisor' to support NatSIP's development.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

For office use:

Received by:		Documents logged:	
Date:		Documents stored:	

--End of document --