

## LWYTSC Portal Usage / RAF Submission - February 2020

**Portal Usage:** The Portal at <https://sisl.education.gov.uk/> should be used to log initial and subsequent visits to/meetings at supported schools. Logging these visits is the sole mechanism for triggering payment to NLEs. The Portal should also be used to submit Tier 1 RAFs.

**Tier 2 and 3 RAFs:** These should now be completed on the provided [Excel template](#). These Excel RAFs should be saved with the following filename format:

TSCRAFv1\_supportedschoolname\_supportedschoolURN\_NLEname

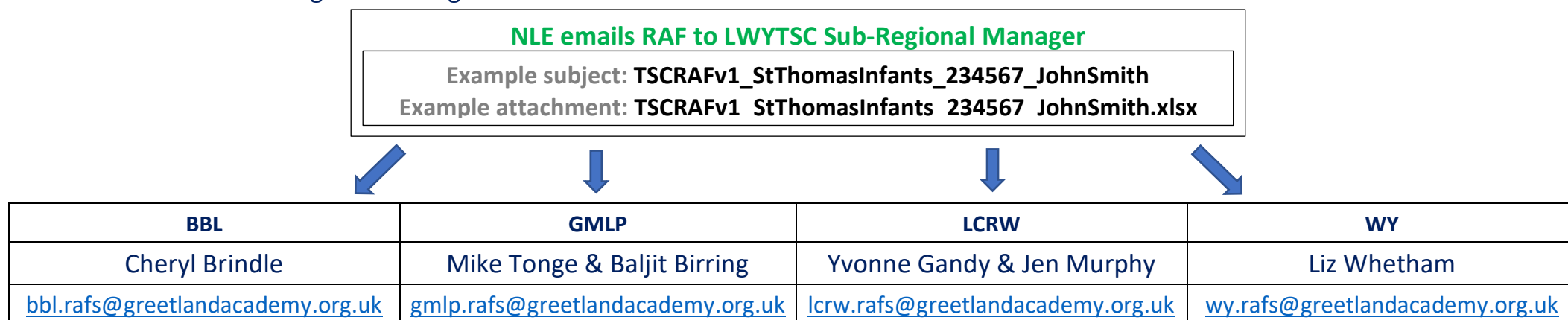
*example filenames:*

TSCRAFv1\_StThomasInfants\_234567\_JohnSmith.xlsx

TSCRAFv1\_FairfaxCofE\_345678\_JanetHey-Evans.xlsx

TSCRAFv1\_Scarby-SeaCollege\_456789\_JayneParker.xlsx

They should then be emailed with the **same format email subject line** to an NLE's LWYTSC sub-regional manager's **RAF dedicated email account** as below:



The sub-regional manager will then review the submitted RAF and either forward it on to the RDD for final approval or return it to the NLE with suggested amendments. Having amended the RAF the NLE should return it to the sub-regional manager's **dedicated email account** having updated the filename and subject line from **v1 to v2**:

Example subject: TSCRAFv2\_StThomasInfants\_234567\_JohnSmith  
Example attachment: TSCRAFv2\_StThomasInfants\_234567\_JohnSmith.xlsx