



Exporting the individual placement agreement

I need to download a copy of the individual placement agreement (IPA).

Exporting the IPA

1. Find and view the referral.
2. In the **Actions** section, click the **View IPA** button.
3. In the **Actions** section, click the **Export IPA** button.

The print preview page displays.



Note: The print preview depends on the browser that you are using and the settings on your computer.

Print
Total: 6 pages

Printer

Save as PDF

CD-123456: Female 15y

Individual Placement Agreement (IPA)

What the IPA is for

The IPA forms part of the Contract between Birmingham City Council ('the Purchaser') and Little pic ('the Provider').

The Terms and Conditions of the Contract also apply, unless they are specifically varied by any terms in the IPA.

The Terms and Conditions and Service Specifications must not be significantly changed unless a specific variation is agreed as part of the Contract.

This Agreement will supersede all other signed agreements about this child or young person.

Child's personal details

Full name	Charlotte Dark-Blue
Known as	Charlie
Date of birth	01/02/2020
Age	5 years
Gender	Female
Ethnicity	White - British
Preferred language	English
Religion	Religion unknown

4. Select **Save as PDF**.
5. Click the **Save** button.

The IPA is saved as a PDF in your downloads folder.

Note: The **Export IPA** button does not download additional documents.

To download additional supporting documents:

1. View the IPA.
2. Scroll down to the supporting documents section.
3. Click on the name of the document.

The document downloads to your downloads folder.

Supporting documents

Uploaded documents

[TestDocument.pdf](#)

See the training guide:

- Signing an individual placement agreement.

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