**What do the columns in the progress log mean?**

|  |  |  |  |
| --- | --- | --- | --- |
| **3.1a Core knowledge learning outcomes for all workers** | **Evidence used** | **Assessed by who and when** | **Signatures** |
| This is where the learning outcomes are listed that make up each section of the AWIF. There are core knowledge learning outcomes and practice learning outcomes. | This is where you record the evidence used to show that the learning outcome has been met by the worker (e.g. completion of workbooks or supervision notes).  If there is suitable evidence of prior learning or skills covering the learning outcomes, these should be recorded in this column. This may include certificates / qualifications e.g food safety or the core qualification. | This should be done by the person who made the judgement that the learning outcome was met (e.g. manager, mentor, team leader, supervisor). | The worker and the person who made the judgement should sign and date here to confirm learning outcomes have been successfully achieved. A signature will also confirm they have seen and accepted any certification / qualification as evidence of prior learning. |

**Example of a completed progress log**

This is an example of a completed progress log showing how you can record the different types of evidence that has been used.

**Develop and maintain effective partnership working with others in early years and childcare**

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| **3.2a Core knowledge learning outcomes for all workers** | **Evidence used** | **Assessed by who and when** | **Signatures** |
| The principles of working in partnership with **others** | Completed activities in workbook 3 | (name) manager (date) | Manager signature (date)  Worker signature (date) |
| The range and roles of other workers and professionals in early years and childcare | Successful completion of Core qualification (date) | (name) manager (date) | Manager signature (date)  Worker signature (date) |
| The importance of multi-agency working | Successful completion of Core qualification (date) | (name) manager (date) | Manager signature (date)  Worker signature (date) |
| The importance of developing good relationships when working with other workers and professionals, families/carers | Team training (date) | (name) Supervisor (date) | Supervisor signature (date)  Worker signature (date) |
| How to work in ways that build trust | Team training (date) | (name) Supervisor (date) | Supervisor signature (date)  Worker signature (date) |
| The importance of respecting diversity and recognising cultural, religious and ethnic differences when working in partnership | Team meeting (date) | (name) Mentor (date) | Mentor signature (date)  Worker signature (date) |

|  |  |  |  |
| --- | --- | --- | --- |
| **3.2b Additional AWIFEYCC learning outcomes**  **You are able to work in ways that:** | **Evidence used** | **Assessed by who and when** | **Signatures** |
| Recognise the range and roles of other workers in your workplace/setting, and other agencies that you may come into contact with | Feedback from co-workers (date), line manager (date) | (name) manager (date) | Manager signature (date)  Worker signature (date) |
| Apply the principles of partnership working in your work with others | Observations (dates) | (name) Supervisor (date) | Supervisor signature (date)  Worker signature (date) |
| Apply the principles of confidentiality in all communication with **others** | Observations (dates) | (name) Supervisor (date) | Supervisor signature (date)  Worker signature (date) |
| Develop good working relationships with other workers and professionals while maintaining professional boundaries | Feedback from co-workers (date), team leader (date) | (name) manager (date) | Manager signature (date)  Worker signature (date) |