

Early Years & Childcare

Induction Framework for Wales

PROGRESS LOG

Name:

Name of workplace:

Induction start date:



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Contents:

Role of the person responsible for your induction

Recording assessment

Certifying the Induction Framework

The Progress Log:

Outcome 1 - Principles and values essential for working with children in Wales

Outcome 2 - Children's rights

Outcome 3 - Understanding your role in the children's workforce

Outcome 4 - Health, safety and security

Outcome 5 - Listening and communication

Outcome 6 - Understanding development and behaviour

Outcome 7 - Keep children safe from harm

Role of the person responsible for your induction

The person responsible for your induction will be referred to throughout this document as the manager.

Your manager has the responsibility to ensure that you are given enough time, encouragement and support to reach successful completion and truly learn from the process.

Your manager, supervisor or an appropriate member of staff will decide with you whether you have achieved the outcomes. However, it is always the person responsible for your induction's responsibility to sign off your completed induction framework.

The person responsible for your induction may use a variety of ways to help you explore your understanding of your role and responsibilities at work. They may include:

- Questioning, whether written or verbal
- Direct observation e.g. observation of a new worker carrying out the first aid technique
- Self-assessment
- Portfolios
- Presentations
- Job specific tests
- Simulations/role play
- Other learning programmes
- Written or oral reflection

Recording assessment

This Progress Log is a document that supports you and your manager in recording assessment information and achievement of outcomes.

The Progress Log records:

Evidence used	Assessed by whom and where	Manager's and practitioners signature and date
<p>Record of evidence used to demonstrate that you met the learning outcome.</p> <p>If you already have appropriate evidence of prior learning or skills covering the learning outcomes, these should be recorded in this column. This may include certificates/qualifications.</p>	<p>This can be done by a manager, supervisor or an appropriate member of staff.</p> <p>If you already have appropriate evidence of prior learning please state here the title of the certificate/ qualification, the name of the awarding organisation and the date you achieved the award.</p>	<p>The manager and practitioner should sign and date here to confirm learning outcomes have been successfully achieved or to confirm they have seen and accepted any certification/qualification as evidence of prior learning.</p> <p>It is always the manager's responsibility to sign off evidence in achieving the learning outcomes.</p>

Certifying the Induction Framework

When all the outcomes relevant to your role as a practitioner are met it is the manager's responsibility to complete and sign the **Certificate of Successful Completion**. A copy will be kept by the manager and the completed original certificate given to you for your future use.

The Progress Log

The Induction Framework has eight Learning Outcomes for new practitioners in the early years and childcare sector.

Outcome 1 – Understand the principles and values

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Principles and values	1. Understand why the needs, rights and views of the child or young person and their families must be at the centre of all practice and provision.			
	2. Understand the need to promote the following values at all times: individuality, rights, choice, privacy, independence, dignity, respect and partnership.			
	3. Understand the need to promote equal opportunities.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Confidentiality	1.Understand the importance of confidentiality.			
	2.Understand the limits of confidentiality.			
	3.Understand and know how to apply your organisation or setting's policy on sharing information.			
Child Centred Approaches	1.Understand the importance of the Welsh Assembly Government's Seven Core Aims (which are an expression of the articles of the UNCRC upon which policy for children and young people in Wales is based) in the care of children and young people.			
	2.Know how to take account of the experiences, preferences, wishes and needs of individual children, young people and their families.			
	3.Know how and why it is important to listen to children and young people's views about risk and safety.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Equality and inclusiveness in practice	1. Understand the different types of prejudice and discrimination which can affect children and young people.			
	2. Know how to support and encourage children and young people to develop skills to deal with discrimination, enhance self-worth and make a positive contribution.			
	3. Explain what is meant by diversity.			
	4. Explain what is meant by discrimination.			
	5. Describe ways in which discrimination may deliberately occur in the work setting.			
	6. Explain how promoting equality and inclusion reduces the likelihood of discrimination.			
	7. Understand why it is important to respect and support children and young people's cultural, religious and linguistic background.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Children with disabilities	1. Understand the principles of working inclusively with disabled children and young people and those with specific requirements.			

Manager's signature:

Practitioner's signature:

**Outcome 1 – Understand the principles and values
Learning needs and opportunities:**

Outcome 2 - Children and young people's rights

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Understanding rights and respect	1.Understand the importance of the United Nations Convention on the Rights of the Child (UNCRC) and of taking a rights-based approach to your work with children and young people.			
	2.Understand the importance of giving respect to the development of trusting relationships.			
The right to self determination	1.Understand that children and young people have a right to express their views and influence the things that affect them using their preferred language.			
	2.Understand that children and young people have a right to make informed decisions about their lives in accordance with their age and maturity.			
The right to play	1.Understand that children and young people have a right to self-directed play.			

Main areas	Learning outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
The right to education and learning	1.Understand that children and young people learn in different ways and why it is important to support and encourage children with their education and learning.			
The right to be safe	1.Understand that children and young people have a right to expect protection from those responsible for their care.			
Language	1.Understand the rights of the children and young people to communicate through their own language choice.			

Manager's signature:

Practitioner's signature:

<p>Outcome 2 - Children and young people's rights Learning needs and opportunities:</p>
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Outcome 3 - Understanding your role in the early years and childcare workforce

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Understand your day to day tasks and responsibilities	1.Understand your job role in relation to the aims and values of the setting.			
The importance of working in partnership with carers	1.Explain why working in partnership with others is important for children and young people.			
	2.Identify who relevant partners would be in own work setting.			
	3.Define the characteristics of effective partnership working.			
	4.Identify barriers to partnership working.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Understanding of the different types of organisations, agencies and individual workers that make up the early years and childcare workforce	1. Identify the range of service provision for early years and childcare in own local area.			
	2. Identify the range of job roles within different types of service provision.			
Policies and procedures	1. Understand why it is important for you to follow policies and procedures.			
	2. Know how to access a full list and up to date copy of all organisational policies and procedures.			
Worker relationships	1. Understand the responsibilities and limits of your relationship with the children and young people you support.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Understand what is required for competence in own work role	1. Identify standards that influence the way the role is carried out.			

Manager's signature:

Practitioner's signature:

<p>Outcome 3 - Understanding your role in the early years and childcare workforce Learning needs and opportunities:</p>
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Outcome 4 - Health, Safety and Security

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Hazard and risk	1.Be aware of the main health and safety laws relating to your role.			
	2.Understand your organisation or setting's policy in relation to health and safety and emergency procedures and lines of responsibilities and reporting.			
	3.Be aware of the security measures that need to be in place to ensure the safety of the children and young people with whom you work.			
	4.Know how to apply your organisation's policies and procedures in relation to health and safety in your work setting(s) and the children and young people you support.			
	5.Explain the purpose of a risk assessment and how this is managed in the work setting.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Health and well being	1.Understand the importance of routines to the health and wellbeing of children and young people.			
	2.Understand what children need to stay healthy, both physically and mentally, and act as a source of information.			
	3.Understand the links between child development, safety and risk taking behaviours.			
	4.Recognise common illnesses or injury and what appropriate action to take.			
	5.Complete work placement documentation for recording accidents, incidents, emergencies or illnesses.			
Moving and positioning	1.Be aware of key legislation that governs all moving and handling tasks.			
	2.Know how to assess risks in relation to moving and handling people and/or objects.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
	3.Know what you are not allowed to do in relation to moving and handling at this stage of your training.			
Fire Safety	1.Understand how to promote fire safety in your work setting.			
Emergency First Aid	1.Know what to do in response to illness or accident.			
	2.Understand basic emergency first aid techniques.			
	3.Understand what you are not allowed to do in relation to emergency first aid at this stage of your training.			
Infection Prevention & Control	1.Understand the main routes of infection.			
	2.Know how to prevent the spread of infection.			
	3.Know how to prevent the spread of infection.			
	4.Know how to wash hands properly to avoid spread of infection.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Medication and health care procedures	1. Understand your organisation's policies and procedures in relation to medication and any health care tasks.			
	2. Understand how to apply these policies and procedures in relation to the children you care for.			
	3. Know what you are not allowed to do in relation to medication and health care procedures at this stage of your training.			
Security	1. Be aware of security measures in your workplace.			
	2. Recognise the risks to your personal safety and wellbeing in your work setting(s), and the safeguards required to minimise these.			

Manager's signature:

Practitioner's signature:

**Outcome 4 - Health, Safety and Security
Learning needs and opportunities:**

Outcome 5 - Listening and communication in children and young people's settings

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Engage with children and young people	1.Understand what motivates individual children and young people to engage in communication.			
Listen to children and young people	1.Recognise the importance of actively listening to children and young people, to hear what they say and understand what they mean.			
Communicate with children and young people	1.Understand the need to use appropriate ways of communicating with children and young people, including verbal and non-verbal and appropriate language medium.			
	2.Recognise some of the common difficulties and barriers that can occur when communicating with children and young people.			
Understand why communication is important in the work setting	1.Identify the different reasons people communicate.			
	2.Explain how effective communication affects all aspects of the learner's work.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Language	1. Understand the need to meet the communication and language needs, wishes and preferences of children, young people and families.			

Manager's signature:

Practitioner's signature:

Outcome 5 - Listening and communication in children and young people's settings
Learning needs and opportunities:

Outcome 6 - Support children and young people and understand development and behaviour

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Child and young person development	1. Understand the expected patterns of child development and the development needs of children and young people in Welsh and English-medium settings.			
	2. Understand the basic principles of how children and young people form attachments and how these attachments affect their development.			
	3. Understand and recognise the impact that negative experiences can have on a child's development and behaviour.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Behaviour	1.Understand the importance of your behaviour on children and young people's development.			
	2.Understand the link between emotional resilience and self-esteem and how as an early years and childcare practitioner you can promote this.			
	3.Know about the range of challenging behaviours presented by children and young people and how to encourage positive behaviour.			
	4.Be able to support children and young people's positive behaviour.			
Transitions	1.Understand the potential effects of transitions on children and young people.			
	2.Understand how to support children and young people through significant life changes and challenges.			

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Play	1. Understand the importance of play and physical activity for children and young people's development and well-being.			
	2. Be able to support children and young people's learning and play through risk and challenge.			
	3. Be able to contribute to an inclusive and stimulating environment for children and young people's play.			

Manager's signature:

Practitioner's signature:

**Outcome 6 - Support children and young people and understand development and behaviour
Learning needs and opportunities:**

Outcome 7 - Keep children safe from harm

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Safety and safeguarding	1. Understand the laws that are in place to protect and safeguard children and young people.			
Safe practice	1. Understand what is meant by 'safe care practice' in relation to both practitioners and children and young people.			
	2. Recognise the signs and symptoms of abuse and neglect.			
	3. Understand how to respond to suspected abuse or neglect.			
	4. Know how and when and your duty to report the practice of colleagues which may be unsafe.			
	5. Understand the boundaries, confidentiality and when to share information.			

Manager's signature:

Practitioner's signature:

**Outcome 7 - Keep children safe from harm
Learning needs and opportunities:**

Outcome 8 - Developing yourself and your skills

Main areas	Outcomes	Evidence used	Assessed by whom and when	Manager's signature and date
Knowledge and skill development	1. Know how to get advice, information and support for your role as an early years and childcare practitioner.			
	2. Understand your responsibility for gaining skills and knowledge relevant to your work.			
Support and supervision	1. Understand the arrangements for supervision and the purpose of this.			

Manager's signature:

Practitioner's signature:

<p>Outcome 8 - Developing yourself and your skills Learning needs and opportunities:</p>

Declaration:

..... (name of practitioner) has met all the Induction Framework's
learning outcomes relevant to their role on the (completion date)

Manager's signature:

Practitioner's signature: