



Gofal Cymdeithasol **Cymru**
Social Care **Wales**

Progress logs and certificate of completion

Generic and service specific progress logs and certificate of completion for the induction of social care managers.

First published: 1 December 2020

Last updated: 13 September 2024

This document was downloaded from socialcare.wales and may not be the latest version.

Go to <https://socialcare.wales/qualifications-funding/induction-frameworks/induction-for-social-care-managers/progress-logs-and-certificate-of-completion> for the latest version.

The progress logs cover all the sections in the framework, these should be used to note evidence drawn on to confirm achievement of the induction standard e.g. qualification completion, supervision, records, observation of practice or witness testimonies.

Test

Generic progress log for all social care managers

The generic sections cover the breadth of responsibilities for the leadership and management of social care services, including; person/child centred practice, effective team performance, quality of service delivery, professional practice, safeguarding and health and safety. These sections should be completed by all social care managers who are new to their role.

[Section 1 - 6: Lead and manage person / child-centred practice](#)

DOCX 105KB

Service specific progress logs

The service specific sections cover a wide range of areas such as dementia or children who are looked after, you should select the section/s here which most closely align with your new role.

[Section 7: Lead and manage service provision for children and young people who are looked after](#)

DOCX 100KB

[Section 8: Lead and manage service provision for disabled children and young people](#)

DOCX 100KB

[Section 9: Lead and manage support for reducing restrictive practices through positive approaches for behaviour support](#)

DOCX 100KB

[Section 10: Lead and manage care and support for individuals living in their own homes](#)

DOCX 100KB

[Section 11: Lead and manage care and support for individuals living in care home settings](#)

DOCX 100KB

[Section 12: Lead and manage practice in dementia](#)

DOCX 100KB

[Section 13: Lead and manage support for individuals living with mental ill health](#)

DOCX 100KB

[Section 14: Lead and manage support for individuals with a learning disability and/or autism](#)

DOCX 100KB

[Section 15: Lead work with individuals with sensory loss](#)

DOCX 100KB

[Section 16: Lead and manage work for substance misuse services](#)

DOCX 100KB

[Section 17: Lead work in end of life care](#)

DOCX 100KB

[Section 18: Lead and manage adult placement / shared lives services](#)

DOCX 100KB

[Section 19: Lead and manage advocacy services](#)

DOCX 99KB

[Section 20: Lead and manage work with carers](#)

DOCX 100KB

[Section 21: Lead and manage inter-professional working arrangements](#)

DOCX 100KB

[Section 22: Lead work with volunteers](#)

DOCX 100KB

[Section 23: Lead and manage business planning and processes](#)

DOCX 100KB

Certificate of completion

The certificate of completion should be signed off by the Responsible Individual and the manager who has undertaken the Induction Framework it when completed.

If the Responsible Individual cannot sign the certificate it should be signed off by someone inside or outside of the organisation who meets the criteria for making judgement about the induction standards. There is more information in the [guidance for use](#).

The certificate of completion only needs to be submitted to Social Care Wales if it being used as a 'training requirement' for the [renewal of registration](#).

[All Wales Induction Framework for Social Care Managers - Certificate of successful completion](#)

PDF 43KB

Contact us

If you have a question or if you can't find what you are looking for [get in touch with us](#).