

All Wales induction framework for

early years and childcare managers

Progress logs

Competency skills

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# **Competency skills progress logs**

This section explores the leadership and management skills that are needed to work in early years and childcare settings as managers.

The All Wales induction framework for early years managers replicates the mandatory learning outcomes of the Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice qualification. As you complete the framework, you can use the progress logs below to show the skills you’ve developed, using real life evidence in a natural way.

To complete the progress logs below we have developed a guidebook to help you collect evidence in a natural way, through your day-to-day work. You can find the competency skills guidebook here: [Competency skills guidebook of the All Wales induction framework for early years and childcare managers](https://socialcarewales-my.sharepoint.com/%3Aw%3A/g/personal/gemma_thain_socialcare_wales/EZcACAgrb-BNlBNMdI8SSKYBs7vl7WFc6ZrhRAZWUFGwyA?e=XjcaMr)..

Once the progress logs have been completed below you will be able to download the certificate of successful completion: [Certificate of successful completion.](https://socialcarewales-my.sharepoint.com/%3Ab%3A/g/personal/gemma_thain_socialcare_wales/EVOaXh9l-mBDjQkpxFV4mr8B39yrqyI1gYabnhZJGNJl4Q?e=F9my0r)

Version 1: September 2024

# **Section 1: Lead and manage child-centred practice**

**Links to unit 501 City & Guilds Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice**

| **Summary notes** | **Examples of evidence** | **Signature, role and date** |
| --- | --- | --- |
|  |  |  |

| **Learning outcome** | **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures** |
| --- | --- | --- | --- | --- |
| **You have knowledge and understanding of and are able to:** |
| **1** | Lead the use of research and evidence informed practice for the holistic development and well-being of children |  |  |  |
| **2** | Lead and manage practice which promotes children’s rights and the voice of the child  |  |  |  |
| **3** | Lead and manage settings that apply an understanding of child development theories  |  |  |  |
| **4** | Lead and manage practice that promotes and supports holistic learning, growth, and development  |  |  |  |
| **5** | Lead and manage the use of play to support the holistic learning, growth and development of children  |  |  |  |
| **6** | Lead and manage the planning process for children |  |  |  |
| **7** | Lead and manage support for change and transitions |  |  |  |

# **Section 2: Lead and manage effective team performance**

**Links to unit 502 City & Guilds Level 5 Leadership and Management in** **Children’s Care, Play, Learning and Development: Practice**

| **Summary notes** | **Examples of evidence** | **Signature, role and date** |
| --- | --- | --- |
|  |  |  |

| **Learning outcome** | **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures** |
| --- | --- | --- | --- | --- |
| **You have knowledge and understanding of and are able to:** |
| **1** | Lead the development of a positive culture which is motivating and inspiring |  |  |  |
| **2** | Manage effective values based recruitment and selection processes |  |  |  |
| **3** | Manage effective values based induction of workers |  |  |  |
| **4** | Manage the continuing professional development of workers through supervision and performance reviews |  |  |  |
| **5** | Manage poor performance |  |  |  |
| **6** | Manage conflict within teams |  |  |  |
| **7** | Manage the delegation of tasks |  |  |  |
| **8** | Lead and manage innovation and change |  |  |  |

# **Section 3: Lead and manage the quality of workplace/setting**

**Links to unit 503 City & Guilds Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice**

| **Summary notes** | **Examples of evidence** | **Signature, role and date** |
| --- | --- | --- |
|  |  |  |

| **Learning outcome** | **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures** |
| --- | --- | --- | --- | --- |
| **You have knowledge and understanding of and are able to:** |
| **1** | Understand theories, methods and models which can be used to support the service provision to meet the requirements for quality standards |  |  |  |
| **2** | Manage the implementation of systems, procedures and practice to monitor, measure and improve performance of the workplace/setting  |  |  |  |
| **3** | Manage the implementation of systems, procedures and practice to monitor, measure and improve performance of the service provision |  |  |  |
| **4** | Use analysis of incidents, compliments, concerns and complaints to improve the workplace/setting  |  |  |  |

# **Section 4: Professional practice**

**Links to unit 504 City & Guilds Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice**

| **Summary notes** | **Examples of evidence** | **Signature, role and date** |
| --- | --- | --- |
|  |  |  |

| **Learning outcome** | **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures** |
| --- | --- | --- | --- | --- |
| **You have knowledge and understanding of and are able to:** |
| **1** | Understand the role, responsibilities and accountabilities of a manager  |  |  |  |
| **2** | Develop leadership skills and ethical practice that recognises and values equity, equality and diversity  |  |  |  |
| **3** | Lead and manage effective partnership working  |  |  |  |
| **4** | Lead and manage information requirements for presenting, recording, reporting and storing information |  |  |  |
| **5** | Ensure own continuing professional development meets legislative requirements, standards and the Codes of Conduct and Professional Practice |  |  |  |

# **Section 5: Lead and manage practice which promotes the safeguarding of children**

**Links to unit 505 City & Guilds Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice**

| **Summary notes** | **Examples of evidence** | **Signature, role and date** |
| --- | --- | --- |
|  |  |  |

| **Learning outcome** | **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures** |
| --- | --- | --- | --- | --- |
| **You have knowledge and understanding of and are able to:** |
| **1** | Lead and manage compliance with legislative, regulatory and organisational requirements for the safeguarding of children  |  |  |  |
| **2** | Develop and maintain knowledge and understanding of safeguarding of children  |  |  |  |
| **3** | Lead and manage practice that safeguards children from harm and abuse  |  |  |  |
| **4** | Lead and manage practice that supports rights, choice, well-being and positive relationships to promote safeguarding  |  |  |  |
| **5** | Lead and manage practice that supports children to be kept safe  |  |  |  |

# **Section 6: Lead and manage health, safety and security in the workplace/setting**

**Links to unit 506 City & Guilds Level 5 Leadership and Management in Children’s Care, Play, Learning and Development: Practice**

| **Summary notes** | **Examples of evidence** | **Signature, role and date** |
| --- | --- | --- |
|  |  |  |

| **Learning outcome** | **Induction standards** | **How I have met this standard** | **Comments from the person signing to confirm the standard has been met** | **Date and signatures** |
| --- | --- | --- | --- | --- |
| **You have knowledge and understanding of and are able to:** |
| **1** | Understand legislative and regulatory requirements for health, safety and security in the workplace/setting |  |  |  |
| **2** | Monitor and maintain compliance with health, safety and security requirements  |  |  |  |
| **3** | Lead and manage health and safety risk assessments for children |  |  |  |
| **4** | Manage the risks of work-related ill-health |  |  |  |