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| Visit | Activity Sequence | Assessment criteria | Method of Assessment  | Resources/Notes |
| 1Sign up and registration | Sign up documentation completedIAG T&L record for the difference of assignment and report writing – use OFSTED exampleStudy skills bookletHarvard referencing guideCommand verbs guide‘walk and talk’ questionsIssue Assignment brief 1-Developing study skills. 6-month submission | M4.11.1, 1.3,1.4 | Completed and uploaded bookletsPD to confirm understanding at first assessment visitUnderstanding of assignment brief one‘walk and talk’ preparation | ILPSign up packFWS Learner handbook, adapted for this qualificationLearner agreement.Laptop, pens.BookletsLesson plan |
| 2Programme planning | ILP completed and discussed with Learner Start online resources – access to FW Solutions websiteRecord skill scan - Choose optional unit – Log activity and result to VQ ManagerProfessional Discussion on their own knowledge and practice and continuous professional development linked to their own job role Issue Assignment brief 2 – Understand Longitudinal Studies 6-month submissionProgramme planning documentation completedT&L record for unit M4.2Assessment plan to prepare for a professional discussion for unit M4.2 uploaded to VQ Manager before visitMandatory units allocated on VQ ManagerT&L online feedback by learner | M4.82.1M4:1 Study SkillsM4:5 Longitudinal studies M4.2 all assessment criteria. | Assessed recorded professional discussionOngoing assessment against brief 1 and 2 | ILPFWSolutions/ProQual/Setting policies and proceduresDocuments linked to assessment planVQ ManagerIPad/Laptop/textbookDictaphoneAssignment briefsLesson planSkill Scan |
| 3 | **6-week progress review SMART Targeting and employer feedback**Professional discussion for M4.2 plus assessment of work products and learner notesT&L record for assignment brief 1 M4.1 and T&L for unit M4.5T&L online feedback by learner | M4.2 selected criteriaM4.1 all criteriaM4.5 LO1 | Professional discussion | ILPReview formDictaphoneiPadlap topLesson planText booksT&L record |
| 4 | Formative feedback on assignment brief 1 M4.1Feedback on editing skills – See proofing and editing your work.Issue assignment brief 3 -M4.4 Support programmes that promote children’s developmentFurther PD and T&LT&L record for assignment brief 2 M4.4Assessment planning for next visit – child observationT&L online feedback by learner | M4.1 all criteriaM4.4 all criteriaM4.2 | Feedback and action planning | ILPVQ ManagerAudio recorderVQ ManagerIPad/Laptop/textbookLesson planT&L recordAssignment brief |
| 5 | Review of longitudinal study with constructive formative feedback – logged into VQ ManagerIssue Assignment brief 4- M:4 3 Understanding Child Development and How Children LearnObservation of longitudinal study Child Assessment T&L record theories of developmentAssessment planning for next visit – observation of indoor and outdoor provision**T & L feedback by learner** | M4.5M4.3 all criteriaM4.4 2.1(individual child)M4.3 2.1,2.2,2.3 | Assessed assignment M4.1Direct observation of learner | ILPFW Solutions website resourcesVQ ManagerIPad/Laptop/textbookLesson planDictaphoneT&L recordAssignment brief |
| 6 | 1**2-week review – Smart targeting and employer feedback**Submit assignment brief 1 and 2 first submissionIssue Assignment brief 5 M:4 .6 Leadership, management, and supervisionT&L record M4.6Observation of indoor and outdoor activity provisionT&L feedback by learner | M4.6 all criteriaM4.42.1 | Direct observation of learner | ILPFW Solutions website resources, teaching aidsVQ ManagerIPad/Laptop/textbookT&L recordAssignment briefLesson plan |
| 7 | Formative feedback on longitudinal study**Submission of assignment briefs 3 and 4 work**Issue assignment brief 6 M4.7 Working in PartnershipT&L record M4.7Assessment planning for next visit- observation of appraisal or one to oneT&L feedback by learner | M4.7 all criteriaM4.82.1,2.2 | Assessment of completed assignments M4.3 and M4.4 | ILPFW Solutions website resources, teaching aids and activity sheetsVQ manager IPad/Laptop/textbookT&L recordLesson planAssignment brief |
| 8 | Assignment brief 2 submissionSubmit resubmissions for assignment briefs 1 and 2Issue assignment brief 7 – M4.8 Reflecting, reviewing and evaluating own practiceT&L record M4.8- what is professional development?Observation of appraisal/one to one and PD | M4.8 all criteriaM4.81.1, 1.2M4.82.1, 2.2 | Direct observation of learner and assessed PDCompleted assignment submission M4.5 | ILPFW Solutions website resources, teaching aids and activity sheetsVQ manager IPad/Laptop/textbookT&L recordLesson planAssignment brief |
| 9 | Assignment brief 5 submission – M4.6Issue optional unit assignment briefT&L for optional unitAssessment planning for next session | M4.6 all criteria | Completed assignment submission M4.6 | ILPFW Solutions website resources, teaching aids and activity sheetsVQ manager IPad/Laptop/textbookT&L recordLesson planAssignment brief |
| 10 | Assignment brief 6 submission M4.7Observation for optional unit chosenPD for gap filling if requiredAssessment plan for completion of qualification | M4.7 all criteria | Completed assignment submission M4.7Direct observation of learner | ILPFW Solutions website resources, teaching aids and activity sheetsVQ manager IPad/Laptop/textbookT&L recordLesson planAssignment brief  |
| 11 | Assignment briefs 7 and 8 submissionAssessment of final assignmentsAction plan if required with further T&L | M4.7M4.8All criteria | Completed assignment submission M4.8 and optional unit | ILPFW Solutions website resources, teaching aids and activity sheetsVQ manager IPad/Laptop/textbookT&L recordLesson planAssignment brief  |
| 12 | **Completion paperwork****Final Review (IAG)****End Course Survey learner and employer****Completed ILP** |  |  Certification claim | ILPReviewiPad, Lap TopPaperwork |