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| Visit | Activity Sequence | Assessment criteria | Method of Assessment | Resources/Notes |
| 1  Sign up and registration | Sign up documentation completed  IAG  T&L record for the difference of assignment and report writing – use OFSTED example  Study skills booklet  Harvard referencing guide  Command verbs guide  ‘walk and talk’ questions  Issue Assignment brief 1-Developing study skills. 6-month submission | M4.1  1.1, 1.3,1.4 | Completed and uploaded booklets  PD to confirm understanding at first assessment visit  Understanding of assignment brief one  ‘walk and talk’ preparation | ILP  Sign up pack  FWS Learner handbook, adapted for this qualification  Learner agreement.  Laptop, pens.  Booklets  Lesson plan |
| 2  Programme  planning | ILP completed and discussed with Learner  Start online resources – access to FW Solutions website  Record skill scan - Choose optional unit – Log activity and result to VQ Manager  Professional 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 submission  Programme planning documentation completed  T&L record for unit M4.2  Assessment plan to prepare for a professional discussion for unit M4.2 uploaded to VQ Manager before visit  Mandatory units allocated on VQ Manager  T&L online feedback by learner | M4.8  2.1  M4:1 Study Skills  M4:5 Longitudinal studies  M4.2 all assessment criteria. | Assessed recorded professional discussion  Ongoing assessment against brief 1 and 2 | ILP  FWSolutions/ProQual/  Setting policies and procedures  Documents linked to assessment plan  VQ Manager  IPad/Laptop/textbook  Dictaphone  Assignment briefs  Lesson plan  Skill Scan |
| 3 | **6-week progress review SMART Targeting and employer feedback**  Professional discussion for M4.2 plus assessment of work products and learner notes  T&L record for assignment brief 1 M4.1 and T&L for unit M4.5  T&L online feedback by learner | M4.2 selected criteria  M4.1 all criteria  M4.5 LO1 | Professional discussion | ILP  Review form  Dictaphone  iPad  lap top  Lesson plan  Text books  T&L record |
| 4 | Formative feedback on assignment brief 1 M4.1  Feedback on editing skills – See proofing and editing your  work.  Issue assignment brief 3 -M4.4 Support programmes that promote children’s development  Further PD and T&L  T&L record for assignment brief 2 M4.4  Assessment planning for next visit – child observation  T&L online feedback by learner | M4.1 all criteria  M4.4 all criteria  M4.2 | Feedback and action planning | ILP  VQ Manager  Audio recorder  VQ Manager  IPad/Laptop/textbook  Lesson plan  T&L record  Assignment brief |
| 5 | Review of longitudinal study with constructive formative feedback – logged into VQ Manager  Issue Assignment brief 4- M:4 3 Understanding Child Development and How Children Learn  Observation of longitudinal study Child Assessment  T&L record theories of development  Assessment planning for next visit – observation of indoor and outdoor provision  **T & L feedback by learner** | M4.5  M4.3 all criteria  M4.4 2.1(individual child)  M4.3 2.1,2.2,2.3 | Assessed assignment M4.1  Direct observation of learner | ILP  FW Solutions website resources  VQ Manager  IPad/Laptop/textbook  Lesson plan  Dictaphone  T&L record  Assignment brief |
| 6 | 1**2-week review – Smart targeting and employer feedback**  Submit assignment brief 1 and 2 first submission  Issue Assignment brief 5 M:4 .6 Leadership, management, and supervision  T&L record M4.6  Observation of indoor and outdoor activity provision  T&L feedback by learner | M4.6 all criteria  M4.4  2.1 | Direct observation of learner | ILP  FW Solutions website resources, teaching aids  VQ Manager  IPad/Laptop/textbook  T&L record  Assignment brief  Lesson plan |
| 7 | Formative feedback on longitudinal study  **Submission of assignment briefs 3 and 4 work**  Issue assignment brief 6 M4.7 Working in Partnership  T&L record M4.7  Assessment planning for next visit- observation of appraisal or one to one  T&L feedback by learner | M4.7 all criteria  M4.8  2.1,2.2 | Assessment of completed assignments M4.3 and M4.4 | ILP  FW Solutions website resources, teaching aids and activity sheets  VQ manager  IPad/Laptop/textbook  T&L record  Lesson plan  Assignment brief |
| 8 | Assignment brief 2 submission  Submit resubmissions for assignment briefs 1 and 2  Issue assignment brief 7 – M4.8 Reflecting, reviewing and evaluating own practice  T&L record M4.8- what is professional development?  Observation of appraisal/one to one and PD | M4.8 all criteria  M4.8  1.1, 1.2  M4.8  2.1, 2.2 | Direct observation of learner and assessed PD  Completed assignment submission M4.5 | ILP  FW Solutions website resources, teaching aids and activity sheets  VQ manager  IPad/Laptop/textbook  T&L record  Lesson plan  Assignment brief |
| 9 | Assignment brief 5 submission – M4.6  Issue optional unit assignment brief  T&L for optional unit  Assessment planning for next session | M4.6 all criteria | Completed assignment submission M4.6 | ILP  FW Solutions website resources, teaching aids and activity sheets  VQ manager  IPad/Laptop/textbook  T&L record  Lesson plan  Assignment brief |
| 10 | Assignment brief 6 submission M4.7  Observation for optional unit chosen  PD for gap filling if required  Assessment plan for completion of qualification | M4.7 all criteria | Completed assignment submission M4.7  Direct observation of learner | ILP  FW Solutions website resources, teaching aids and activity sheets  VQ manager  IPad/Laptop/textbook  T&L record  Lesson plan  Assignment brief |
| 11 | Assignment briefs 7 and 8 submission  Assessment of final assignments  Action plan if required with further T&L | M4.7  M4.8  All criteria | Completed assignment submission M4.8 and optional unit | ILP  FW Solutions website resources, teaching aids and activity sheets  VQ manager  IPad/Laptop/textbook  T&L record  Lesson plan  Assignment brief |
| 12 | **Completion paperwork**  **Final Review (IAG)**  **End Course Survey learner and employer**  **Completed ILP** |  | Certification claim | ILP  Review  iPad, Lap Top  Paperwork |