

What does a progress log look like and what do the columns mean?

5.2a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
<p>This is where the learning outcomes are listed that make up each section of the AWIF. There are core knowledge learning outcomes and practice learning outcomes.</p>	<p>This is where you record the evidence used to show that the learning outcome has been met by the worker (e.g. completion of workbooks or supervision notes).</p> <p>If there is suitable evidence of prior learning or skills covering the learning outcomes, these should be recorded in this column.</p> <p>This may include certificates / qualifications e.g. All Wales Moving and Handling Passport.</p>	<p>This should be done by the person who made the judgement that the learning outcome was met (e.g. mentor, team leader, supervisor).</p>	<p>The worker and the person who made the judgement should sign and date here to confirm learning outcomes have been successfully achieved. A signature will also confirm they have seen and accepted any certification / qualification as evidence of prior learning.</p>

Example of a completed progress log

This is an example of a completed progress log showing how you can record the different types of evidence that has been used.

5.2a Core knowledge learning outcomes for all workers	Evidence used	Assessed by who and when	Signatures
The principles of working in partnership	Completed activities in workbook 5	(Name) Team leader (date)	Team leader signature Worker signature
What the term 'co-production' means in relation to partnership working with others	Completed activities in workbook 5	(Name) Line manager (date)	Line manager signature Worker signature
The range and roles of other workers and professionals in health and social care	Completed activities in workbook 5	(Name) Team leader (date)	Team leader signature Worker signature
The importance of multi-agency working	Discussion during team meeting (date)	(Name) Team leader (date)	Team leader signature Worker signature
The importance of developing good relationships whilst maintaining clear professional boundaries when working with other workers and	Team training, completed on (date)	(Name) Team leader (date)	Team leader signature Worker signature

professionals, carers and families as well as individuals			
How to work in ways that build trust	Discussions during one to one progress meetings and supervision (date)	(Name) Line manager (date)	Line manager signature Worker signature
The importance of respecting diversity and recognising cultural, religious, ethnic and linguistic differences when working in partnership	Completed activities in workbook 5	(Name) Line manager (date)	Line manager signature Worker signature
5.2b Practice Learning Outcomes: You are able to work in ways that:	Evidence used	Assessed by who and when	Signatures
Recognise the range and roles of other workers in your organisation and other agencies that you may come into contact with	Feedback from co-workers (date), line manager (date) and visiting occupational therapist (date)	(Name) Line manager (date)	Line manager signature Worker signature
Apply the principles of partnership working and co-production in your work with others	Observations (dates)	(Name) Team leader (date)	Team leader signature Worker signature

Apply the principles of confidentiality in all communication with others	Observations (dates)	(Name) Team leader (date)	Team leader signature Worker signature
Develop good working relationships with other workers and professionals whilst maintaining clear professional boundaries	Feedback from co-workers (date), team leader (date) and visiting occupational therapist (date)	(Name) Team leader (date)	Team leader signature Worker signature