



Ascentis Level 1 Award and Certificate in Introduction to Health and Social Care Tracking Sheets

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Tracking Sheet

Introduction to Health and Social Care

M/504/9889

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
Describe types of organisation operating in health and social care				
Describe key job roles in health and social care				
Describe the working patterns in health and social care				
Describe different types of career opportunities in health and social care				
Identify different types of organisation that offer career opportunities in health and social care				
2.3. Identify current skills and how they relate to skills needed to work in health and social care				
Choose an appropriate skill to develop				
Make necessary preparations to develop the skill				
Demonstrate the chosen skill appropriately				
Identify when to use the chosen skill in future situations				

Learner Declaration of Authenticity

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Tracking Sheet

Personal and Interpersonal Conflict

A/504/8826

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
Identify different conflicts that happen frequently				
State the difference between personal and interpersonal conflict				
2.1. State possible negative outcomes of conflict				
2.2. State possible positive outcomes of conflict				
3.1. Identify possible causes of interpersonal conflict				
3.2. Identify possible triggers that may cause conflict in a given situation				
4.1. Identify emotional reactions that may be experienced during a conflict				
4.2. Identify physical changes that may be experienced during a conflict				
5.1. Identify behaviours that may build tension during a conflict				
5.2. State why these behaviours may result in increasing conflict				
5.3. Identify the sorts of behaviours that are likely to decrease the levels of a conflict				
5.4. State why these behaviours may result in reducing conflict				

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Tracking Sheet

Emotional Intelligence

A/505/4111

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Give examples of human emotions				
1.2 Outline how own emotions affect them				
1.3 Identify emotions from other peoples' faces and body language				
2.1 Identify things that can change the way a person feels				
2.2 Give examples of things that affect own mood: a) positively b) negatively				
2.3 Outline how own emotions can affect other people				
2.4 Give examples of how other people can affect own mood				
3.1 Give an example of when strong emotions are needed				
3.2 Outline why emotions that are too strong can sometimes be harmful				
3.3 Outline techniques that could be used to manage: a) Anger b) Sadness c) Over-excitement				
3.4 State what they can do to help someone struggling with strong emotions				

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Tracking Sheet

Developing Personal Confidence and Self-Awareness

D/504/8432

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify a situation when they felt confident and how they behaved in this situation				
1.2 Identify a situation when they lacked confidence and how they behaved in this situation				
1.3 Give an example of where they lacked confidence				
1.4 Outline how our own behaviour can influence the ways in which other people view us				
2.1 Identify social situations which make them feel uncomfortable and give reasons why				
2.2 Outline an example of behaviour which would be inappropriate in a social situation				
2.3 Identify ways in which they could change their attitude and behaviour to participate more effectively in social situations				
3.1 State what makes them feel stressed				
3.2 State how they deal with feeling stressed				
3.3 Identify techniques which can help reduce stress				
3.4 State ways in which these techniques can help them feel better				
4.1 Identify one short-term goal				
4.2 Produce a straightforward action plan which identifies ways to meet the goal				
4.3 Identify and record achievements which lead to attainment of the goal				
4.4 Outline ways in which goal setting has contributed to own self-confidence				

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Tracking Sheet

Improving Own Learning and Performance

D/504/9497

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline two different ways of learning				
1.2 Identify two subjects which they enjoy or are good at and give reasons for their selections				
2.1 Identify areas for improvement and why these have been selected				
2.2 Identify a realistic learning target and timescale to achieve the target				
3.1 Review performance against targets				
3.2 Identify future activities required to continue to improve own learning and performance				

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Tracking Sheet

Family Relationships

D/505/1282

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe the different types of family unit				
1.2 Identify the different roles of members of a family unit				
2.1 Identify the most common causes of problems which occur in a family unit				
2.2 Identify possible effects these may have on the family				
3.1 Identify their main responsibilities to other members within the family				
4.1 Outline how the needs of family members may change as circumstances change				
5.1 Produce a life plan for the future in relation to their own and their family's needs				

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Tracking Sheet

Personal Relationships

A/618/1628

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline the main differences between three different types of relationship				
1.2 Identify characteristics of healthy and unhealthy relationships				
1.3 Identify the main responsibilities of people who live together				
1.4 Identify the main responsibilities of people who work together				
2.1 Communicate own ideas and preferences in a range of different circumstances				
2.2 Express own opinions in decision-making situations				
3.1 Introduce self				
3.2 Communicate with others: a) In a one-to-one b) In a group situation				
3.3 Contribute to discussions				
3.4 Ask appropriate questions of others				

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Tracking Sheet

Equality and Diversity

D/505/1959

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline what is meant by the term 'equality'				
2.2 Outline what is meant by the term 'diversity'				
3.1 Outline ways in which diversity can benefit society				
3.2 Give examples of inequality				
3.3 Outline what is meant by the term 'discrimination'				
3.4 Outline possible effects of discrimination on individuals, organisations and communities				
3.5 Give examples of stereotyping				
3.6 Outline ways in which stereotyping can be challenged				
4.1 Outline key points of equality and diversity legislation				

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Tracking Sheet

Interpersonal Skills

D/505/4067

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify: a) Own strengths b) Own weaknesses				
2.1 State what time management is				
2.2 Outline ways of improving own time management				
3.1 Identify signs and symptoms of stress in: a) Self b) Others				
4.1 State different types of criticism				
5.1 Identify confident behaviour in: a) Self b) Others				
6.1 Identify different examples of body language				
7.1 Outline examples of aggressive, passive and assertive behaviour				

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Tracking Sheet

Job Seeking Skills

D/505/4103

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline skills necessary for job seeking				
1.2 Identify sources of information on job vacancies				
2.1 Identify different jobs they could apply for				
2.2 List own personal skills and abilities				
2.3 Outlining how they would be useful for each identified job				
3.1 Outline the benefits of applying for a job by: a) Letter b) Application form c) Curriculum vitae (CV) d) Letter and CV or application form e) Online f) Telephone				
3.2 Identify the essential details that should be included when applying for a job				
3.3 Outline how an organisation uses CVs to select applicants for interview				
3.4 Identify personal details necessary for completion of a CV				
4.1 Identify key elements to consider when: a) Preparing for an interview b) Being interviewed				
4.2 Outline what to expect at an interview				

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Tracking Sheet

Improving Assertiveness and Decision Making

D/505/8555

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Explain what is meant by 'assertiveness'				
1.2 Contribute to a discussion in a group situation, making one clear point				
2.1 State and explain own decisions and choices through group or one-to-one discussions				
3.1 Show in a group situation that he/she can recognise both own rights and responsibilities and the rights and responsibilities of others				
4.1 Explain what is meant by 'negotiation'				
4.2 Show how effective negotiation can be used to achieve a desired outcome				
5.1 Identify situations where assertiveness can be used to achieve desired outcomes				
5.2 List the benefits of being assertive				

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Tracking Sheet

Understanding Diversity Within Society

F/505/8807

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline what is meant by the term 'diversity'				
2.1 Identify at least three diverse social groups				
2.2 Outline different practices in relation to their food, drink, clothes, festivals and relationships				
2.3 Outline the underlying values/beliefs/history of at least one of the groups identified				
3.1 Identify similarities across a range of different groups				
4.1 Outline, based on two examples, a lack of tolerance of diverse groups within society				
4.2 State why it is important to respect diversity in terms of tolerance				
5.1 Identify the contributions of different groups/individuals to society				
5.2 Outline the advantages of living in a diverse society				

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Tracking Sheet

Personal Career Planning

H/505/4104

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Give an example of own: a) Strengths b) Qualities c) Skills d) Abilities				
1.2 Identify an area of weakness				
1.3 State why the weakness needs to be improved				
2.1 Identify a source of help in relation to career planning				
2.2 Identify a source of information for own career planning				
3.1 Identify: a) A potential learning progression destination b) A potential career opportunity				
3.2 Outline how own: a) strengths b) qualities c) skills d) abilities relate to the identified learning progression and career opportunity				
4.1 Produce a simple career action plan identifying steps required to achieve identified career goal				
4.2 Produce an application to the next stage of own education, training or work				

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Tracking Sheet

Group and Teamwork Communication Skills

J/505/0451

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe two methods of group and team communication				
1.2 Give examples of how and when the two methods can be used				
2.1 Identify two ways of ensuring group and team communication is as effective as possible				
2.2 Give two examples of why poor group and team communication sometimes occurs				
3.1 State why it is important to know own and others' roles within the team				
3.2 Identify how to respond to requests from team leader				
3.3 State why team leaders need to use praise and constructive criticism in communication with their teams				
4.1 Act on instructions given to team by team leader				
4.2 Agree with team members how to work together to carry out a task				
4.3 Work with team members to complete a task				
5.1 Agree with team members on aspects of the task which were performed well				
5.2 Agree with team members on aspects of the task which could be improved				

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Tracking Sheet

Transforming Own Behaviour in Conflict

J/506/5323

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify kinds of behaviour that would hinder them being able to trust and be supported				
2.1 Identify examples of labelling				
2.2 Give an example of how a label might impact on behaviour				
3.1 Identify a habitual behaviour and the words and actions associated with those behaviours				
4.1 Identify the costs and gains for one of their habitual behaviours				
5.1 Identify past events which may lead to the development of a behaviour				
5.2 Identify thoughts and feelings that may be associated with that past event				
6.1 Outline the concept of a core belief				
6.2 Outline the relationship between a core belief and a behaviour				
7.1 Identify a situation where they are likely to use their habitual behaviour				
7.2 Outline a strategy for making a more positive choice				

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Tracking Sheet

Personal Development Skills

K/505/4069

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify: a) Personal strengths b) Personal weaknesses				
2.1 Identify personal skills learned in: a) Life b) Work c) Training				
3.1 State their current life situation including: a) Home situation b) Relationships				
4.1 Identify personal short-term goals				
4.2 Record personal short-term goals				
4.3 Produce an action plan for achieving the short-term goals				

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Tracking Sheet

Health and Hygiene in the Home

K/505/8557

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Explain why it is important to keep a kitchen and bathroom clean				
1.2 Identify cleaning materials used to clean the sink, bath, shower and toilet				
1.3 Identify a range of floor surfaces and how to clean them				
1.4 Identify cleaning materials to clean small objects				
1.5 Identify methods used to clean small objects				
2.1 Identify the key factors indicating when particular clothing needs washing				
2.2 Identify different ways to keep clothing in good condition				
2.3 Perform a laundry task				
3.1 Identify situations when own hands should be washed and explain why it is important				
3.2 Explain why regular full body washing routines are important				
3.3 Identify toiletries for personal use				
3.4 Explain why regular dental check-ups are important				
3.5 State the recommended interval between dental check-ups				
3.6 Demonstrate good dental cleaning techniques and state why these are necessary				
4.1 Identify four requirements for a healthy body				
4.2 Name foods which are good for maintaining a healthy body				
4.3 Give reasons why these help to maintain a healthy body				
5.1 Explain why regular eye tests are important				
5.2 State the standard interval between eyesight tests for people who wear glasses				

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Tracking Sheet

Preparation for Work

K/505/8848

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Investigate recorded career option/s which suits own requirements				
1.2 Outline limitations of a criminal record on career choice				
2.1 List needs and expectations for employers for career options recorded				
2.2 List needs and expectations for trainers for career options recorded				
3.1 Complete two simple application forms in a correct and legible manner				
3.2 Complete a simple CV including essential information				
4.1 Describe the ways in which agencies can assist in providing career advice and information				
4.2 Identify how to access these agencies				
5.1 Present and conduct oneself appropriately in an interview situation				
6.1 List the sources of job/training opportunities in local area				
7.1 Produce a simple realistic action plan for job/training for the short term, giving options				
8.1 Describe the contents of records of achievement/progress files				
8.2 Explain the purpose and importance of these				

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Tracking Sheet

Young Parenthood

K/506/0728

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline the key responsibilities of being a parent				
1.2 Identify difficulties or pressure that a young parent may experience				
1.3 Identify the benefits of being a young parent.				
2.1 Identify how being a young parent can change lifestyle and plans				
2.2 Identify the opportunities that parenthood can present				
2.3 Outline the information and advice provided for new parents by voluntary and statutory services				
2.4 Identify local facilities which support parents with young children				
3.1 Outline the possible needs a young parent might have				
3.2 Identify short-term goals and longer-term goals to prepare for parenthood				
3.3 Identify examples of the support that family and friends could offer				

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Time Management

L/504/8717

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Record number of hours spent over a three-day period on the following activities: a) Sleeping b) Eating c) Working d) Studying e) Socialising				
1.2 Identify activities for each of the following uses of time: a) Productive time b) Maintenance time c) Leisure time				
2.1 Outline what is meant by 'time management'				
2.2 Identify time-management skills for use of time for priorities in daily life				
3.1 Identify physical symptoms of stress				
3.2 Identify emotional reactions to stress				
3.3 Identify ways people suffering from stress might behave				
3.4 Identify how time management can help reduce stress				
3.5 Outline a time plan that will avoid stressful schedules				

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Tracking Sheet

Work, Review and Plan

L/505/8616

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify and record short- and long-term objectives and aims				
1.2 Identify areas of learning they wish to improve				
2.1 Identify a range of specific improvements they wish to make				
2.2 Outline strategies appropriate to the development of specific skills and abilities				
2.3 Create a simple action plan				
3.1 Record work completed				
3.2 Carry out a simple self-assessment				
3.3 Describe on-going progress				
4.1 Comment on personal performance and achievement against self-identified aims and objectives				
4.2 Revise personal action plan in accordance with information derived from self-evaluation				
4.3 State the importance of self-evaluation				

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Tracking Sheet

Understanding Welfare at Work

K/618/6307

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify major hazards in the workplace				
1.2 Outline safety procedures including fire regulations and accident reporting				
1.3 Outline safe working practices in the workplace				
2.1 Identify the main COSHH regulations for the workplace				
2.2 Identify the consequences of not applying COSHH regulations				
3.1 Identify causes for a range of common accidents at work				
3.2 Outline ways of preventing a range of common accidents at work				
4.1 Demonstrate first aid treatments for use in dealing with simple accidents				
4.2 State when and how to call for emergency assistance				
5.1 State how to recognise situations of cardiac arrest				
6.1 Demonstrate resuscitation procedures correctly and confidently				
6.2 Demonstrate the recovery position correctly				
7.1 Demonstrate safe practice in the following areas: a) Pushing and pulling b) Supporting c) Carrying a load				
7.2 Identify when a moving and handling procedure should be stopped and help or guidance should be obtained				

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Tracking Sheet

Understanding Stress and Stress-Management Techniques

R/505/1246

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State what is meant by 'stress'				
1.2 List the symptoms of stress				
1.3 Record the effect of stress on the body				
1.4 Comment on different types of stress				
2.1 Give three examples of the causes of stress				
2.2 Give examples of own stressors				
3.1 Identify different strategies for relaxing during times of stress				
3.2 State how these strategies help to reduce stress				
4.1 Identify strategies for reducing and managing stress				
4.2 Identify strategies for managing stress				
4.3 Show how to use one of these strategies				
4.4 Identify the benefits of these strategies				
5.1 Identify areas of possible tension in the body when stressed				
5.2 Use different techniques for relieving tension				
5.3 Comment on their effectiveness				

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Tracking Sheet

Understanding Young People, Law and Order

R/505/4101

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline reasons why young people become involved in crime				
2.1 Identify the consequences of a crime for: a) The victim b) The offender c) Others				
3.1 Identify each stage of the justice system for young offenders from reporting through to sentencing				
3.2 List the people involved at each stage				
4.1 State arguments for custodial sentences				
4.2 State arguments against custodial sentences				
4.3 List alternative forms of sentence				
5.1 Outline the support offered to young offenders or their victims by a local agency				
5.2 State where to find support in a given situation				

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Tracking Sheet

Preparing for Interviews

M/618/1755

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline why it is important to prepare for an interview				
1.2 Outline the things to think about when preparing for an interview				
1.3 Give examples of what is meant by: a) non-verbal body language b) personal appearance and their importance at an interview				
1.4 Give two examples of a question that they might ask at an interview				
1.5 Give two examples of the type of question they might be asked at an interview and how they would answer them				
2.1 Identify some strategies for effective listening				
2.2 Identify some barriers to effective listening and how to overcome them				
2.3 Demonstrate effective listening in a one-to-one situation				
3.1 Demonstrate use of appropriate body language				
3.2 Demonstrate speaking and listening skills by answering questions appropriately				
3.3 Indicate how to ask for further clarification when necessary				
4.1 Prepare a list of questions ahead of the interview based on knowledge of job and employer				
4.2 Demonstrate a range of questioning techniques that will ensure that all the information required has been given				
5.1 Identify some positive aspects of own performance				
5.2 Identify some aspects that could be improved, with suggestions on how this could be done				

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Tracking Sheet

Teamwork Skills

Y/504/9515

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the roles and responsibilities of members of the team				
1.2 Describe how own role contributes to the team				
1.3 Discuss and agree roles and responsibilities with other members of the team				
2.1 Contribute thoughts and ideas at an appropriate time				
2.2 Use appropriate phrases during the discussion				
3.1 Describe the aims and objectives for the activity				
3.2 Describe the personal skills brought to the team activity				
3.3 Identify the skills that other members of the team brought to the activity				
4.1 Assess own contribution to the team discussion and activity				
4.2 Review the effectiveness of own contribution to the team				

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Tracking Sheet

Supporting Children's Literacy and Numeracy Development

K/504/8711

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify how a child can learn about literacy and numeracy skills at home and in the community				
2.1 Identify how a learning activity was planned to support a child in literacy or numeracy development				
3.1 Identify how new learning for a child has depended on previous learning experience				
4.1 Identify a record kept of a child's learning				
4.2 Demonstrate how progress has been made				

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Tracking Sheet

Making and Using Story Sacks for Family Learning

R/505/8553

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline the purpose of story sacks				
1.2 Describe the main components of story sacks				
2.1 Identify simple games and characters for inclusion in a story sack				
2.2 Produce a simple story sack and contents				
2.3 Identify the main characteristics/features of the story				
3.1 Tell or read a story to a child using the story sack				
4.1 Ask a child simple questions whilst using a story sack to promote prediction skills				
4.2 Ask a child simple questions whilst using a story sack to confirm understanding				
4.3 Make a simple link between the illustrations and the written story				
5.1 Carry out the exercises identified on the prompt card				
6.1 Help a child to re-tell a story in the correct sequence using the characters/props in the story sack				
7.1 Play a game from a story sack with a child				
7.2 Identify the opportunities for language development				
8.1 Describe how a child responded to a story sack				
8.2 Reflect on own experience of using a story sack				

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Tracking Sheet

Care Planning Skills for the Care Worker

D/505/8703

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe the care planning process				
1.2 Identify the key features of the person-centred care planning process and explain how it differs from other forms of planning and assessment within the care planning process				
1.3 Identify who should be involved in the care planning process and the person-centred care planning process				
1.4 Describe the role of each person involved in the care planning process				
1.5 Discuss how personal beliefs and preferences might influence the care planning process and the person-centred care planning processes				
1.6 Explain the role of the individual in care planning and person-centred processes				
1.7 Explain how the individual could be supported in these processes				
2.1 Explain the assessment process				
2.2 Identify and explain the role of: a) The key worker in individual assessment b) The team leader in individual assessment				
2.3 Discuss the information that may be needed and how this might be gathered				
2.4 Describe conflicts that may arise during the assessment process				
2.5 Identify and explain the role of observation				
2.6 Explain how information gathered will be put together				
2.7 Describe how the process might differ for a person who has diverse ways of communicating				
3.1 Define 'risky behaviour'				

3.2 Describe how risk could be assessed				
3.3 Outline how this is incorporated into the care planning process				
4.1 Discuss the role of the: a) care worker b) key worker c) team leader in organising a care planning meeting				
4.2 Explain how care is planned to meet identified needs				
4.3 Explain how unmet needs are identified and acted upon				
4.4 Outline the individual's role in setting goals				
5.1 Explain the role of the care worker/team leader when implementing care				
5.2 Discuss how the care plan will be put to the care team				
5.3 Outline how the competence of teams can be assessed to ensure that they are able to deliver the care plan				
5.4 Describe the role of family and significant others in delivering care				
6.1 Discuss the role of the care worker, the key worker and the team leader in monitoring and evaluating the effectiveness of care plans and process				
6.2 Explain the importance of evaluating care against pre-set goals				
6.3 Describe how the care plan might be reviewed following evaluation				
6.4 Identify and explain the possible implications of care plans not being adhered to				
7.1 Discuss how information can be stored				
7.2 Describe the legal framework that governs the storage of information				
7.3 Discuss principles of information release				

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Tracking Sheet

The Role of the Care Worker in Caring for the Person with Dementia

T/504/9084

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline the differences between 'dementia', 'acute confusional states' and 'depression'				
1.2 Define the concept of 'person-centred care'				
1.3 Explain how person-centred care can be applied to dementia care				
1.4 Identify who may be involved in the care				
1.5 Explain the role(s) they may have				
1.6 Explain use of a care assessment tool to identify signs of dementia				
2.1 Explain why it is important to retain contact with the family and friends of an individual with dementia				
2.2 Outline the roles that family and friends may have in the care of an individual with dementia				
2.3 Describe how they would support family members and/or significant others to provide care for an individual with dementia				
3.1 Draw up a care plan to suit the needs of an individual with dementia				
3.2 Explain how personal beliefs and preferences might have an impact on the care plan				
3.3 Explain the term 'appropriate risk taking' in relation to dementia care				
4.1 Describe how the following behaviours pose challenges to support systems: a) Wandering b) Aggression c) Sexuality d) Agitation/restlessness e) Continual questioning and talking				
4.2 Outline ways of managing these challenges				
5.1 Discuss how continence may be affected by dementia				

5.2 Outline ways of monitoring individual continence				
5.3 Describe ways of managing continence				
6.1 Identify the different agencies working in the field of 'dementia'				
6.2 Explain the roles and functions of the identified agencies				

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Tracking Sheet

Understanding How Children Learn

K/504/9616

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe the key stages of children's learning and development and when they occur				
2.1 Identify the key environmental, physical, social, cultural and genetic factors that can affect children's learning and development				
2.2 Describe how these factors can affect children's learning and development				
2.3 Explain how adults can help children learn through interaction				
2.4 Identify key professionals whose role includes aiding children's intellectual development				
3.1 Explain how to identify groups that may have difficulties with learning and development				
3.2 Describe how activities can be adapted to meet the learning needs of groups with particular difficulties				

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Tracking Sheet

Understanding Child Protection Theory

H/618/1784

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Describe with examples the universal needs of children				
1.2 Describe how these needs become rights				
2.1 Describe signs and symptoms of different forms of possible abuse				
2.2 Describe the effects abuse can have on children				
3.1 Describe the importance of responding professionally to a child's disclosure of abuse				
4.1 Describe how appropriate records can be made based on skilled observation around issues of child protection				
4.2 Demonstrate some key skills used when observing children and adults				
5.1 Describe with examples family circumstances which may result in abusive situations				
6.1 Describe the roles and responsibilities of key professionals in relation to child protection				
7.1 Describe the importance of confidentiality in relation to child protection issues and procedures				
7.2 Describe how confidentiality can be maintained in keeping and using records				

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Tracking Sheet

Understanding Children's Social and Emotional Development

H/504/9615

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Explain how a child's social and emotional needs develop at different stages				
1.2 Explain how a child's social and emotional needs relate to other areas of development				
2.1 Identify key factors affecting children's social and emotional development				
2.2 Explain how these factors can affect children's social and emotional development				
2.3 Identify a way of dealing with racist, sexist, abusive and anti-social behaviour towards a child				
3.1 Give two examples of activities and intervention strategies that can support the social and emotional development of children				
3.2 Explain how these activities and intervention strategies can support the social and emotional development of children				
3.3 Explain the role of play in helping to promote children's social and emotional development				

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Tracking Sheet

Introduction to Child Care

F/504/7287

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify and describe the range of child care settings				
1.2 Explain the purpose of different child care settings				
1.3 Identify and describe potential work roles for career progression in child care				
2.1 Identify and describe the range of activities and responsibilities in a specified child care role				
2.2 Demonstrate skills required for child care work				

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Tracking Sheet

Using Craft Activities with Children and Young People

D/504/9614

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State how using craft activities with a child or young person can be of benefit				
1.2 List some of the factors to be taken into account when choosing activities				
1.3 Describe how activities can be used with a child or young person				
2.1 Identify appropriate techniques for a child or young person				
2.2 State why the techniques are appropriate				
3.1 Identify safety aspects involved in craft activities				
3.2 State why it is important to take safety aspects into account when using craft activities				
4.1 Choose an appropriate craft activity for a child or young person				
4.2 Plan how to carry out a craft activity, taking into account relevant safety aspects				
5.1 Carry out the craft activity				
5.2 Describe why a chosen activity was appropriate or inappropriate				
5.3 Identify ways of improving a craft activity				

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Tracking Sheet

Developing Skills for Listening to Children

H/503/8193

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 List the value and benefits of listening to children				
2.1 Describe how to actively listen to children				
3.1 Give an example of acknowledging a child's feelings				
3.2 Give an example of acknowledging a child's needs				
4.1 Give an example of an open question				
4.2 Give an example of a closed question				
4.3 Give an example of when it is appropriate to use a closed question when listening to children				
4.4 Give an example of when it is appropriate to use an open question when listening to children				
5.1 Identify the purpose of listening with empathy and without expectation of a specific outcome				
5.2 Identify the possible negative effects of having his/her own 'agenda' when listening				

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Tracking Sheet

The Physical and Psychological Needs of Children

K/505/1611

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Outline some of the likely physical and psychological needs of a child of a given age				
1.2 Outline some of the difficulties in meeting the needs of children				
1.3 Outline the roles of agencies or organisations that can offer support in meeting the physical and psychological needs of children				
2.1 Outline reasons why rest and exercise are important in child development				
2.2 Identify activities which promote exercise to children of given ages				
2.3 Outline ways in which opportunities for exercise and rest can be incorporated into a daily routine for a child				
3.1 Outline key factors in caring for the: a) hair b) skin c) teeth d) feet of a baby, toddler, pre-school and school-aged child				
3.2 Outline the effects of the identified illnesses				

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Tracking Sheet

Caring for Your Baby

M/505/8933

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the physical and emotional needs of a baby				
1.2 Outline a typical routine for a new-born baby				
1.3 Identify the essential items required for a new-born baby, stating why they are needed				
1.4 Select food for: a) A new-born baby b) A 4–6 month old baby c) A 6–9 month old baby d) A 9–12 month old baby				
2.1 Identify where parents can receive help and advice on their child's developmental and health care needs in their own geographical area				
2.2 List regular health checks that should be carried out on children up to one year old, stating why they are important				
3.1 List diseases that could endanger the health of a child				
3.2 Comment upon the main information available about immunisation				

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Tracking Sheet

Caring for Young Children

T/505/3054

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Demonstrate the correct procedure when bathing a baby/toddler				
1.2 Identify products available for personal care of children				
1.3 Describe the importance of hygiene for specific areas of the body				
2.1 Use a correct method for sterilising feeding equipment				
2.2 Use the correct method for preparing a bottle-feed				
2.3 Use appropriate hygiene and safety procedures when feeding young children				
3.1 Identify suitable clothing for children for different ages and for different seasons				
3.2 Demonstrate how to care for these clothes appropriately				
4.1 Identify when a child/baby requires sleep				
4.2 Describe the correct method for putting a child/baby to bed				
4.3 Collect information showing equipment available for aiding rest and sleep				

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Tracking Sheet

Understanding Play

Y/504/9613

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 State why play is important in child development.				
1.2 Give an example of play activities which can help a child's development				
1.3 State how play activities can be made inclusive and provide equal opportunities				
2.1 Give an example of play activities for two different stages of child development				
2.2 Identify the purpose of each activity				
3.1 Identify the purpose of a play activity plan				
3.2 State why a play activity plan is important				
3.3 Give an example of how materials used for a play activity can relate to a play activity plan				
4.1 Give two examples of activities that can result in stereotypical play				
4.2 State how these activities may affect children's participation				

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Tracking Sheet

Understanding the Principles of Care, Organisational Policies and the Role of the Care Worker J/505/8808

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify a range of values which are important for both the individual and own organisation				
1.2 Give an example of promoting one of these values				
1.3 Give examples of equality, diversity and human rights issues in own organisation				
2.1 List responsibilities of the care worker role				
2.2 List the boundaries of the care worker in relation to the individual				
2.3 Give examples of concerns related to staff and individual behaviour that can take place and state procedure for reporting these				
2.4 Identify examples of abuse and state procedures for reporting this				
3.1 List different methods of communication				
3.2 Identify the skills that contribute to effective communication				
3.3 State why it is important to communicate with individuals appropriately				
4.1 State why it is important to maintain confidentiality in the role of a care worker				
4.2 Identify ways in which confidentiality is maintained				
4.3 State the importance of checking people's identity before: a) Disclosing information relating to individuals b) Allowing visitors on premises.				
5.1 State how to access up-to-date copies of all relevant organisational policies and procedures				
5.2 State why it is important for care workers to follow organisational policies and procedures				
5.3 Give examples of basic organisational policies and procedures				
5.4 State correct actions to take in relation to at least two organisational policies and procedures				
6.1 State how the role of the care worker fits within the organisational structure and its aims and values				
6.2 Identify the organisational systems in place to support the care worker in their role				

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Tracking Sheet

Understanding Nutrition, Performance and Healthy Eating

R/505/3269

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the main food groups				
2.1 Outline the concept of a balanced diet and why it is important				
2.2 List different sorts of diets and how they may affect different people				
3.1 Outline the principles of fat weight loss, lean weight gain and weight maintenance				
3.2 Explain the links between exercise and weight control				
3.3 Suggest appropriate physical exercise that would be appropriate for weight control				
4.1 Outline why a balanced diet is required to maximise performance				
5.1 State ways of promoting healthy eating				

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Tracking Sheet

Introduction to Care Work

M/504/6524

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify and describe the range of care settings				
1.2 Explain the purpose of different care settings				
1.3 Identify and describe potential work roles for career progression in care				
2.1 Identify and explain the main principles of care				
2.2 Identify and describe the range of activities and responsibilities in a specified care role				
2.3 Demonstrate skills required for care work				

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Tracking Sheet

Communication Between Children Aged 0–3 Years and Adults

F/504/9606

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Give an example of how children communicate with adults				
1.2 Give an example of how adults communicate with children				
2.1 State why it is important to communicate with children aged 0–3 years				
3.1 Give an example of how an adult can encourage children's communication				
4.1 State the steps needed to produce the resource				
4.2 Make the resource using appropriate tools and equipment				
4.3 State how the resource will encourage a child's communication skills				

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Tracking Sheet

Introduction to Preparing, Presenting and Keeping Food for Children and Young People

J/505/8713

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Prepare a meal for a child and/or young person safely and hygienically				
1.2 Identify, from a given range, an aspect of Health and Safety regulation which applies to preparing or keeping food				
2.1 Show how one item of cooked food and one item of fresh food should be stored				
3.1 Choose ingredients which are within their "use by" dates				
4.1 Draw up menus for children and/or young people of at least two different ages, selecting elements from a given range				
4.2 Prepare a nutritious meal for a child or young person using one of these menus				
5.1 Use menus and illustrations to show how colour, texture, taste and smell can contribute to presenting attractive food				
5.2 Prepare and present a meal which might appeal to children and/or young people				

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Tracking Sheet

Human Growth and Development

R/505/3675

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify key changes from birth to old age in a person's: a) Physical appearance b) Physical abilities c) Mental abilities				
2.1 State how diet affects growth and development				
2.2 State how exercise affects growth and development				
3.1 Identify links between experience and emotional development				
3.2 Identify links between experience and social development				
4.1 List ways in which a carer can help a child develop communication skills				

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Tracking Sheet

Introduction to Food and Nutrition for Children and Young People

R/505/3210

Criteria	Assessment Method	Evidence Details	Portfolio Reference	Completion Date
1.1 Identify the main nutrients in a balanced diet				
1.2 Identify, from a given range, foods that contain the main nutrients				
1.3 Outline the main nutrients and their basic functions				
1.4 Identify suitable food for children and young people of different ages				
2.1 Identify some food allergies				
2.2 List the effects of common food allergies				
3.1 Give an example of food restrictions that affect the diets of different religious and cultural groups				

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