

Progress Reporting and Communication with Parents/Guardians

Applying for this course:

To apply for this course, you need to have completed compulsory schooling up to 65 years of age and are employed in the early years educational sector. In case of any difficulties regarding the entry requirements kindly contact us on qa.jobsplus@gov.mt.

Course Duration

This course is of 8 hours duration (including 2-hour assessment) and consists of one Module.

General pedagogical guidelines and procedures for this course:

The delivery of this Course will be mainly held through a series of classroom discussions. The trainer will also be holding lessons with the learners which will consist of various presentations, including case studies.

This course can also be delivered online. In such cases, the learner is required to have a working camera and a working microphone.

General assessment policy and procedures for this course:

The learner will need to draft a progress report based on a case study. Furthermore, the learner will be assessed at the end of the course through a parent meeting simulation.

Module 1 Learning Outcomes- Progress Reporting and Communication with Parents/Guardians

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| <ul style="list-style-type: none">✓ Explain the importance of clear and professional communication in building trust with families and/or guardians.✓ Identify the key components of an effective developmental progress report for children up to 3 years of age, in line with the Toolkit for the Early Years Cycle – Learning Outcomes Framework, especially regarding Authentic Assessment Approaches (pages 33–40).✓ Describe strategies for fostering family/guardian engagement and handling sensitive conversations respectfully.✓ Document children's learning and development using appropriate observation and reporting tools.✓ Draft clear, concise, and objective progress reports aligned with developmental domains, in line with the Toolkit for the Early Years Cycle – Learning Outcomes Framework, especially regarding Authentic Assessment Approaches (pages 33–40). | <ul style="list-style-type: none">✓ Apply communication strategies that support collaboration and mutual respect between staff and families/guardians.✓ Conduct professional and supportive discussions with parents/guardians regarding their child's progress or concerns.✓ Demonstrate the ability to manage ongoing communication with parents/guardians in a proactive and inclusive manner.✓ Engage with families/guardians from diverse backgrounds in ways that are culturally sensitive and supportive.✓ Uphold confidentiality and professional standards when reporting and sharing information.✓ Organise formal bi-annual meetings with parents and follow practical guidelines on how these can be carried out effectively as per Standard 2.6 Indicator 3 |
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Module Assessment:

Learners will be required to draft a comprehensive progress report for a child based on a provided case study, ensuring alignment with the Toolkit for the Early Years Cycle – Learning Outcomes Framework and demonstrating the use of authentic assessment practices.

At the end of the course, the learners will need to participate in a simulated parent meeting where the learner will present the progress report, address potential concerns, and apply professional communication strategies to foster a collaborative and respectful dialogue.

The progress report will carry 60% of the global mark (learners will need to obtain 27% to pass) and the parent meeting simulation will carry 40% of the global mark (learners will need to obtain 18% to pass).