

Here are a few top tips to help you use the Progression Tools and get the most out of them:

- Explain what the activity is – tell the child you’re going to look at some pictures and do some talking and listening together
- Make sure you’ve got everything ready that you need before you sit down with the child, like the photocopied sheets and the pictures you’ll be using
- Find a room with few distractions. Sit at a table if possible and sit next to the child
- If the child has difficulty with attention and concentration, you can break up the Tool and do it across the day. You could also use visuals and clear instructions to support the child with seeing when their reward will be for all their hard work, e.g. ‘once we get to the end of the green section, it will be time for outside play’
- Encourage the child throughout – don’t make it obvious if they’ve got an answer right or wrong, but encouragement like ‘you’re doing such good listening!’ or ‘you’re working really hard!’ will help keep them motivated
- Speak clearly and make your voice interesting when you’re giving the instructions or asking the questions
- You can repeat the question or instruction once only. If you do need to repeat it, make sure you repeat it in full, not just part of it, and make a note that you needed to repeat that item
- If you find a child really struggling with any item, or if they need more than one repetition, you can just move on to the next item. Saying something like ‘that is a tricky one! Let’s try another’ will help to keep their motivation up.
- If the child notices you in their class or setting during the observation part of the test and asks about what you’re doing, you can explain that you’re just writing about the things they like playing with or the work that they’re doing.