

EMLS Facilitation and Verification Workflow

How learning evidence, completion and reporting can work

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| Document type | Practical delivery support download |
| Use status | Customer-facing guidance - not a legal, clinical or accreditation document |
| Version | v0.1 draft for EMLS webpage |
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Purpose

Explain a practical workflow for turning EMLS session activity into useful evidence, completion notes and reporting without creating unnecessary administrative burden.

This guide is designed to support safe, accessible and consistent facilitation. It should be adapted to the participant group, site context and approved EduLinked materials in use.

Workflow overview

| Stage | Facilitator action | Output |
|------------|---|--|
| 1. Plan | Select approved module, access adjustments and evidence method. | Session plan / checklist. |
| 2. Deliver | Run activity using accessible facilitation and supported response options. | Participation and engagement evidence. |
| 3. Verify | Check whether the agreed learning outcome was demonstrated, supported, partially completed or deferred. | Completion note. |
| 4. Record | Save only relevant evidence in the agreed system or folder. | Evidence record. |
| 5. Report | Share brief outcome summary with the coordinator, site or purchaser as agreed. | Delivery summary. |
| 6. Improve | Record barriers, adjustments and quality notes. | Continuous improvement actions. |

Evidence types

- Observation note: what the participant did, chose, explained or demonstrated.
- Participant artefact: worksheet, card sequence, plan, reflection or creative output.
- Supported response: AAC selection, pointing, typing, drawing, demonstration or co-constructed answer.
- Photo/video evidence only when consent and storage rules allow it.
- Facilitator verification note: completion, partial completion, deferred task or access barrier.

Completion language

| Use | Meaning |
|------------------------|--|
| Completed | Participant engaged with the agreed task and evidence was captured. |
| Completed with support | Participant completed with prompting, communication support, regulation support or adapted format. |
| Partially completed | Some activity or evidence is complete; further time or adaptation is needed. |
| Deferred | Session paused or moved to another time due to access, wellbeing, safeguarding or context. |
| Not assessed | No reliable evidence was collected; do not infer failure. |

Reporting principles

- Report what happened, not what you assume.
- Use strengths-based and access-aware language.
- Separate learning evidence from behaviour, wellbeing or safeguarding notes.
- Do not promise outcomes beyond the delivered module.
- Escalate risks through the site or EduLinked process, not through informal messaging.

Minimum verification note template

| Prompt | Notes |
|--------------------------------|-------|
| Module and activity | |
| Access adjustments used | |
| Evidence observed or collected | |
| Completion status | |
| Support level | |
| Follow-up or barrier | |