



NQN Final Appraisal Form

Name of NQN: *Jessica Williams*

Name of Employer: *Ross and Anna Logan*

The final appraisal should be used to discuss the NQNs development and progress throughout the 12 months using the points below. You can either use the boxes under each number and/or provide a final summary. Please comment on the progress the NQN has made throughout the year; any areas they have particularly excelled in and any areas which have been most improved. Please also include any areas which you feel still need to be improved on with more experience.

(Please note, this appraisal will be reviewed by the Norland Agency and sections of the final appraisal in particular may act as a reference for future employment of the NQN unless either party specifies otherwise. This appraisal will also be reviewed by Norland when making decisions about which NQNs should be considered for awards at the Norland Diploma Day graduation. Should an employer wish to highlight any particular achievements or excellent practice of an NQN, then please document this clearly and in as much detail as possible)

Please submit the completed form either via email to nqn@norland.ac.uk or by post to NQN Team, Norland College, York Place, London Road, Bath, BA1 6AE.

Grade descriptions:

- 5 – Outstanding**, excellent achievement in all areas of work. Goes above and beyond what is expected. Complete satisfaction on the part of the employer.
- 4 – Very good** standards in all areas of work and competently implements any suggestions made by the employer.
- 3 – Good** standards of work and competence. Implements any suggestions from the employer with support.
- 2 – A satisfactory** standard of competence but needs to show more confidence to progress in one or more areas.
- 1 – This area of work is not of an acceptable standard** and significant progress is required. (Unsatisfactory – progression to be discussed with the NQN Team).

	5	4	3	2	1
1. Relationship with the child/children – the nanny promotes a caring loving relationship in which the children thrive.	x				

Comment: *Jess has an amazing relationship with Poppy, she's amazing!*

	5	4	3	2	1
2. Promoting the child/children's self-esteem – the child/children's self-esteem is promoted through a caring and respectful relationship.	x				

Comment: *Jess has been amazing at building Poppy's confidence in public places and preparing her for nursery.*

	5	4	3	2	1
3. Planning and providing play activities to promote the child/children's development and learning – the nanny provides innovative activities both in the home and outside of the home to promote each individual child's development and learning. This is clearly evidenced in the activity planning and learning journals completed by the nanny.	X				

Comment:
Jess has amazing energy and creativity when developing learning experiences.

	5	4	3	2	1
4. Knowledge and awareness of safety for the child/children – the parents are completely confident that the children are safe in the nanny's care under any circumstance.	X				

Comment:

	5	4	3	2	1
5. Supporting child/children's personal hygiene routines and self-reliance – the nanny is confident, caring and patient when carrying out personal hygiene routines and confidently promotes older children to be self-reliant.	X				

Comment:

	5	4	3	2	1
6. Planning and providing mealtimes which meet the nutritional and learning needs of each child – the nanny provides a balanced and healthy range of food which is evidenced through menu planning and the nanny diary. Food and mealtimes are also used as a fun learning opportunity which promotes a positive attitude towards healthy eating.	X				

Comment:

	5	4	3	2	1
7. Professionalism – the nanny conducts themselves in a professional manner at all times in regard to punctuality, clothing, personal hygiene, communication, etc. and is aware of professional boundaries between nanny and employer.	X				

Comment:

	5	4	3	2	1
8. Working in Partnership with the Parents – the nanny works effectively in partnership with the parents to ensure their wishes are followed. The nanny is able to give appropriate suggestions to the parents where changes to the child/children's care might be required.	X				

Comment:

	5	4	3	2	1
9. Respecting confidentiality of information relating to the child/children and family – under no circumstances should the nanny share personal information about the family without prior consent except in the event of an emergency.	X				
Comment: N/A					

	5	4	3	2	1
10. Ability to communicate effectively with employers – the nanny communicates effectively in a timely manner with the employers. This should be clearly evidenced in the nanny diary along with any additional methods of communication.	X				
Comment:					

	5	4	3	2	1
11. Ability to use initiative and problem solve – the nanny uses initiative appropriately and is able to think of innovative ways to solve problems where appropriate.	X				
Comment:					

	5	4	3	2	1
12. Organising and forward planning - the nanny is organised and prepared at all times and for all reasonable eventualities; this includes meeting employer expectations when completing nursery duties.	X				
Comment:					

NQN's Final Summary:

The NQN should use this section to reflect upon their year and celebrate what they feel their achievements were.

Employer's Final Summary: Please use a continuation sheet if you wish.

Please comment on the progress the NQN has made throughout the year; any areas they have particularly excelled in and any areas which have been most improved. Please also include any areas which you feel still need to be improved on with more experience.

(Please note, this appraisal will be reviewed by the Norland Agency and sections of the final appraisal in particular may act as a reference for future employment of the NQN. This appraisal will also be reviewed by Norland when making decisions about which NQNs should be considered for awards at the Norland Diploma Day graduation. Should an employer wish to highlight any particular achievements or excellent practice of an NQN, then please document this clearly and in as much detail as possible)

It has been amazing to see Jess develop over the last year. She has always been an amazing Nanny with an amazing relationship with Poppy, but to see her professionalisation improve to those outstanding levels is testament to her hard work and dedication. Jess has become a pivotal part of our family over the past year and she's a credit to Norland.

I would like to highlight how helpful Jess has been in the last few weeks after we welcomed our second daughter, Lily.

Please confirm how many days of absence the NQN has had to date, if any:

Knowing Poppy is in great hands with Jess has been huge for us.

Please also confirm how many days of annual leave the NQN has taken to date:

20

Please note that the final appraisal will form part of the NQN's future references unless either party specifies otherwise.

For the purposes of data protection, please tick the boxes below to indicate that you consent to the following:


For the anonymised 'final summary' to be added to the Norlander's profile which will be sent to future employers as part of the application process:

Yes No

For the anonymised 'final summary' to be sent to future employers, if requested, as part of the recruitment process:

Yes No

We understand that we can withdraw consent for any of the above at any time, requesting for the 'final summary' not to be used. If consent is withdrawn, Norland agrees to cease using the 'final summary' with immediate effect.

Employer's signature: 

Date: 29-12-23

NQN's signature:

Date: