EXAMPLE OF PROGRESS REPORT

Participant Progress:

Social Interaction **Goal:** Build relationships, develop social skills, increase confidence in group settings.	Evidence exhibited/noted: • Describe how the participant engaged with peers and program staff. • Note whether they initiated or responded to social interactions. • Highlight any growth in confidence, communication, teamwork, or turn-taking. • Detail involvement in recreational and leisure activities. • Mention any new interests or noticeable enjoyment. • Identify any social challenges and how they were managed.
Independence and Self Care **Goal:** Increase capacity for managing daily tasks independently.	Evidence exhibited/noted: • Describe the participant's involvement in daily living tasks (e.g. hygiene, dressing, organising personal items). • Note which tasks were completed independently and where prompting or physical support was needed. • Specify the level of support that best encourages independence. • Highlight any progress in managing routines or personal belongings. • Comment on their response to making decisions and taking initiative. • Identify any improvements in self-motivation or willingness to try tasks independently. • Include any key achievements that reflect growing self-reliance.
Learning / Skill Development **Goal:** Support cognitive, practical, and adaptive learning.	Evidence exhibited/noted: • Describe the skills the participant actively worked on and highlight any measurable progress achieved. • Provide specific examples of demonstrated skills during program activities (e.g. new topics, places, bush tucker, history, Aboriginal culture or practical learning such as dot painting). • What new skills did the participant attempt or learn during the program?

	• How did they respond to structured learning or skill building activities? • Did they demonstrate problem solving, following instructions or task persistence? • Were they able to apply learned skills in different contexts or over time? • How did they respond to feedback or guidance? • Highlight any newfound interests or increased enjoyment observed during learning, recreational, or leisure activities.
Communication **Goal:** Enhance expressive and receptive communication skills.	Evidence exhibited/noted: • Describe how the participant typically communicates (e.g. verbal, non verbal, AAC). • Provide a report on how the participant receives instructions or asks for help. • Were there any developments in their ability to express thoughts, needs or emotions? • Did they initiate or engage in more conversations over the course of the program? • How did they respond to instructions or information from others? • Provide examples of how the participant practised and improved their communication skills. • Note any developments in how they expressed themselves (e.g. vocabulary, fluency, confidence).
Mobility **Goal:** Improve physical coordination, daily movements, and motor skills..	Evidence exhibited/noted: • Describe the mobility skills the participant actively worked on (e.g. walking, balance, coordination). • Emphasise measurable progress achieved (e.g. improvements in distance walked, balance duration, endurance). • What physical activities did the participant engage in (e.g. walking, running, balance games, arts and crafts)? • Were there any noticeable challenges in coordination, strength or fine/gross motor skills? • Did the participant show increased confidence or endurance in physical activities? • Did fine motor tasks (e.g. using utensils, writing, buttoning) require support from staff? • Did the participant experience any barriers to participating in physical tasks?

Achievements:

Personal Achievements **Goal:** Recognise and celebrate meaningful progress or milestones.	• Celebrate any personal achievements or milestones reached during the program. • Acknowledge specific efforts and progress made across various areas. • What were one or two standout achievements the participant made during the program? • Did the participant exceed expectations in any particular area? • Was there a moment where they showed pride or excitement in their progress? • Did they set or express any personal goals, and were they able to meet them? • Mention which Program Award the participant received, if applicable.

Challenges Overcome and Strategies Implemented:

Challenges Faced **Main challenge/s:** **Goal:** Identify ongoing or emerging needs and areas of difficulty.	Evidence exhibited/noted: • Identify the main challenge/s encountered by the participant during the program. • Were these challenges consistent throughout or more situational? • How did the participant respond to challenges- emotionally and behaviourally? • Were there any triggers? How were they managed? • Describe how these challenges were addressed, highlighting any resilience or coping strategies used. • Note any situations that required additional support, adjustments or staff intervention.
Support Strategies **Main strategy/ies:** **Goal:** Inform future support plans and tailor approaches for best outcomes.	Evidence exhibited/noted: • Outline the main strategies used to support the participant in overcoming challenges. • What strategies were most effective in supporting the participant? • Were there any adjustments made to better support their needs and how did they respond? • Did any specific accommodations or communication methods work particularly well? • Highlight instances where support strategies positively impacted the participant's progress. • Are there strategies that should be continued or modified in future programs?

Possible Benefit of Future Programs:

Would the participant benefit from future programs? **Goal:** Provide evidence for ongoing funding or program inclusion.	Areas for future growth on program, or reasons why other supports may be required for future programs: • Identify areas for future growth or reasons why other supports may be required for future programs. • What skills or progress might be further developed with continued attendance in similar programs (e.g. independence, skill goals)? • How would the participant benefit socially, emotionally, or developmentally from future programs (e.g. social interaction goals)? • Are there specific examples from this program that show the positive impact of attending these programs? (e.g. progress noticed or positive outcomes)? • What participant specific goals could be further pursued in the context of future programs?

Conclusion:

This report offers a detailed account of the progress and outcomes achieved by the participant during the program. We believe this information will be valuable in shaping the NDIS plan to support the participant's ongoing development and success.

Notes by:	[Program Facilitator Name + Date]
Program Coordinator:	[Program Coordinator Name and Signature + Date]
Date:	

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