

Apprentice Progress Review Guidance

It is important to ensure that employers are fully committed to these tripartite meetings as they are a key part of the process for ensuring that learning has taken place. These regular review meetings are key in terms of monitoring the progress of individual apprentices.

- All apprentices should have a progress review meeting with their skills coach or lecturer in week 6 of their apprenticeship, this review should include a review of the skills scan.
- The timeframe for completing Progress Reviews following the week 6 review is every 10 - 12 weeks.
- Reviews should cover **all components** of the apprenticeship. Check progress against the relevant apprenticeship standards Knowledge, Skills & Behaviours, English & maths and additional qualifications i.e. MSc.
- Check how the apprentice is progressing during the time that they are with their employer, including whether the on and off the job training are complementing one another and if the apprentice is recording the off the job activities.
- Set clear actions for learning and assessment.
- Ensure the apprentice is on target to meet the off-the-job training requirement (including confirmation that this is taking place within the working week/contracted hours).
- Review attendance and highlight any issues.
- Review the apprentice's continuing support requirements.
- Discuss personal and career development.
- Agree future targets and set new learning, ensuring targets set are **SMART** and include a deadline date for completion.
- Raise awareness of and discuss safeguarding, British Values and Prevent.
- Identify any revisions required to the individual learning plan, for example because of any changes in circumstance.

Comments

Record what's going well, areas for development, training acquired.

Apprentice Comments

This section is for the apprentice, they should be encouraged to comment on their progress and how they are linking their programme to their workplace.

They may want to talk about how the apprenticeship is helping them at work or what new learning/tasks they have been involved with at work.

Employer Comments

This section is for the employer, the employer should be encouraged to say how the apprentice is progressing and benefitting their business/team and any areas that the apprentice can develop to improve their knowledge and skills linked to their job role and the apprenticeship standard.

Clinical Skills Coach/Lecturer Comments

An example might be;

***** is very proactive and gathers and completes evidence towards their qualification. They always put in a lot of time, effort and research to produce through assignments and reports. This is helping them to achieve the units/modules of the qualification, they are making good progress and are on target to achieve by their planned end date.

*****'s employer is supportive and has a good understanding of the developmental activities required over the next 10 - 12 weeks.