

Apprentice Progress Review Process

To be completed by the clinical skills coach or lecturer every 10 - 12 weeks.

The first apprenticeship progress review meeting to be scheduled in week 6, with subsequent review meetings taking place every 10 to 12 weeks, unless an increased frequency is deemed as required.



Online or face to face meeting with the apprentice, however at least every other meeting should be face to face at employer premises and should include the apprentice's mentor/manager.



Apprentice Progress Review forms must be completed at each meeting, including comments and signatures. Progress reviews must be undertaken on Bud for those apprentices who are on Bud, those who are not on Bud to be completed using the paper document.



The School administration team will schedule apprentice progress review meetings and send invites to the apprentice, their mentor/manager and the relevant clinical skills coach or lecturer. These meetings will be scheduled in Bud, where the apprentice is on Bud. Meeting invites and Bud scheduling to be sent out/completed by the School administration team, at the start of the programme and for the first 12 months of the programme. Scheduling and invites to be sent for the remainder of the programme at the time of the last progress review meeting of the first 12 month period on programme.



A return from a Break in Learning requires an Apprentice Progress Review to be completed upon the apprentices return and an action plan agreed.



Apprentice Progress Review to be completed by the clinical skills coach or lecturer at the end of the programme, following EPA with a focus on next steps/career progression and the destination of the apprentice for all completers/achievers and apprentices withdrawing if possible.

Refer to the destination codes information document to assist with completion of the final review.



Completed Apprentice Progress Reviews should be sent by email to seoshs@liverpool.ac.uk and added to the apprentices' evidence pack by the School administration team where the review has been completed on paper.

The School administration team to check reviews have been signed by all 3 parties following the progress review meeting and chase up with the relevant person if signatures have not been completed.

The clinical skills coach or lecturer should always obtain signatures from the apprentice and mentor/manager before ending the meeting where possible.