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**Apprenticeship Progress Review Meeting Preparation Information/Notes**

Your progress review document is to support you through a periodic three-way progress review that involves you as the apprentice, your employer/mentor and your university tutor or clinical skills coach.

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| **Apprentice Name:** |  |

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| What qualifications and/or modules have you completed since your last progress review? |
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| What progress have you made on your portfolio since your last progress review? |
| *(Case studies, reflections, change reports)* |
| Please record learning undertaken since your last progress review against the Knowledge, Skills and Behaviours within the apprenticeship standard? |
| **Knowledge**  *(Consider knowledge developed as a result of university or workplace learning)* |
| **Skills**  *(Consider skills developed as a result of university or workplace application of learning)* |
| **Behaviours**  *(Consider: flexibility, ethics, integrity, communication, motivation, reliability, responsibility, positivity, time management etc.)* |

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| Have you completed your SMART targets/actions detailed in your last progress review? |
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