

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.

Apprentice Name:	
What qualifications and/or modules have you completed since your last progress review?	
What aspects of your portfolio have you developed since your last progress review?	
Case Studies/Reflections/Change Reports/Other	
<i>(Case studies, reflections, change reports)</i>	
Please record learning undertaken since your last progress review against the Knowledge, Skills and Behaviours within the apprenticeship standard?	
Knowledge	
<i>(Consider knowledge developed as a result of university or workplace learning and give examples of the impact this knowledge has had in your workplace. Please include specific ACP standards you have demonstrated.)</i>	
Skills	
<i>(Consider skills developed as a result of university, workplace or self-directed learning and give examples of the impact these skills have had in your workplace. Please include specific ACP standards you have demonstrated.)</i>	
Behaviours	
<i>(Consider: flexibility, ethics, integrity, communication, motivation, reliability, responsibility, positivity, time management etc.)</i>	

Please comment on your progress on the programme to date, any areas of success or expectations before your next progress review.

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

(Please detail targets/actions completed and any you have not been able to complete.)