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| **Apprenticeship Delivery Guide** |
| A Handbook for Apprenticeship Course Leaders, Work Based Learning Coaches and the delivery team |
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APPENDIX 12

Apprenticeship Milestones

Draft proposals for Sept 2020

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| This refreshed version, April 2020 is a second approved version reflecting early implementation of actions identified in the University's Quality Improvement Plan. |

**Appendix 12 Apprenticeship Milestones Draft 1.5**

These generic Apprenticeship milestones are currently under consultation within SHU. It is proposed that:

* These milestones will form the basis of Initial Skills Scans to check Apprentice starting points.
* They will then be the measures of progress towards knowledge, skills and behaviours for each Apprenticeship Standard
* They will be a key determinant of readiness for End Point Assessment alongside other Gateway requirements.
* WBL Coaches will use these in Apprenticeship Progress Reviews to undertake gap analysis and SMART target setting.
* Agreed progress against these Milestones will help determine B-R-A-G status in MAYTAS Learner Tracking system.

**Notes:**

The following diagram indicates how the Milestones are proposed going forward from September 2020. There is an additional stretch milestone, but this is not numerically measured as it would indicate learners are further away from *readiness* than necessary, for learner tracking purposes.

There are some changes proposed from the categories used in the 2019 Skills Scans. These provide a greater grain for each Milestone to enable clearer monitoring during the Apprenticeship. The definition of each milestone is more consistent in this new version.

Following consultation the term "Expert" has been replaced as the term indicated too high a level of development.

There are proposed periods (timescales) targeted for apprenticeship, to reflect the different duration of each programme. These are proposed so they can be built into MAYTAS and learner progress effectively tracked against the predicted timescales for each milestone relative to the overall duration of the relevant programme.

