**[](http://www.google.co.uk/url?sa=i&rct=j&q=&esrc=s&source=images&cd=&cad=rja&uact=8&ved=0ahUKEwj65ZDvubPWAhVKCcAKHRl8Cx8QjRwIBw&url=http://www.skillsandlearningbdp.co.uk/esfa-logo/&psig=AFQjCNGXxA553aEg3ou0gqBwXIS2sonQmQ&ust=1505986186109357)**

***Apprenticeship Progress Review***

***Succeeding in your Apprenticeship OTJT***

***Thematic Annex***

|  |  |  |  |
| --- | --- | --- | --- |
| **Apprentice's Name:** |  | **Date of Review** |  |

|  |  |
| --- | --- |
| **Initial Discussion - Learning on Programme** | |
| Notes are optional  Action any concerns re 20% OTJT | Indicative Questions  During Induction you were introduced to key themes and approaches for succeeding as an apprentice. Can you identify specific learning frameworks from *modules* that help you as a reflective practitioner to evaluate your progress? |

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| **Further Discussion - Ongoing Reflection in response to** [AIIR - Succeeding in your Off The Job Training](https://blog.shu.ac.uk/apprenticeship-resources/succeeding-in-your-off-the-job-training/) | |
| Notes are optional | Indicative Questions  Can we discuss how your work-place training is contributing to 20% Off the Job Training and look at how well you are able to log sufficient developmental activities? |

|  |  |
| --- | --- |
| **Going Forward – STARE Evidence and SMART targets** | |
| Apprentice to complete this section | Indicative Questions   * Now is a good time to revisit the Skills Scan and check your progress against those milestones. * In response to your review of the SKills-Scan, which KSBs are in most need of a revised action plan for work experience/project(s)? * Can we discuss your achievements that make you most proud and best demonstrate your impact as an Apprentice? |
| *INSERT*  Outputs should be into actioned as Evidence for E-portfolio  and transposed as SMART target(s) in the main APR review form |