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***Apprenticeship Progress Review***

***Succeeding in your Apprenticeship OTJT***

***Thematic Annex***

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

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| **Initial Discussion - Learning on Programme** |
| Notes are optionalAction any concerns re 20% OTJT | Indicative QuestionsDuring 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 QuestionsCan 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? |

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| **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?
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| *INSERT*Outputs should be into actioned as Evidence for E-portfolioand transposed as SMART target(s) in the main APR review form |