|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Apprentice's Name:** | ***Apprenticeship Progress Review*** | | | | | **[Image result for esfa logo](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)ID no:** | |
| **Apprenticeship** |  | | | | | | |
| **Course** |  | | | | | | |
| **Employer + Mentor** |  | | | | **Mentor Attended Review** | |  |
| **WBL Coach** |  | | **Course Leader** | |  | | |
| **Start Date** |  | **Planned End Date**: | |  | **Expected End Date:** | |  |
| **Type/location** |  | | | | **Date of Review:** | |  |

**Main Ratings – Inputted into e-track**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Overall Status | Excellent | On track | Concerns | At risk / Intervention | No current judgement |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
| OTJT Summary – Done and logs up to date (e-track) | Excellent | On track | Concerns | At risk / Intervention | No current judgement |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| KSB progress | Excellent | On track | Concerns | At risk / Intervention | No current judgement |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Workplace / Employer Rating (Support) | Excellent | On track | Concerns | At risk / Intervention | No current judgement |

**Additional Ratings**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Attendance | On track | Concerns | At risk / Intervention | No current judgement |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Learning Plan**  List the requirements of the apprenticeship taken from the Framework or Standard | | | | | | | |
| **Component** | **Start Date** | **Target End Date** | **Actual End Date** | **BRAG - Tick** | | | |
| **INSERT All Mandated Awards** |  |  |  |  |  |  |  |
| **INSERT All Mandated Awards** |  |  |  |  |  |  |  |
| **INSERT ALL Functional Skills Requirements** |  |  |  |  |  |  |  |
| **INSERT ALL Functional Skills Requirements** |  |  |  |  |  |  |  |

|  |  |
| --- | --- |
| 1. **Grades and Apprentice comments on academic progress:**   Latest grades (or append), Confirm previous comments, or update | |
| Apprentice to complete this section | Q. Are you happy with your performance, do you need any support? |

|  |  |
| --- | --- |
| 1. **Progress towards Functional Skills English and/or Maths (if relevant) (and/or). Progression towards personal targets (literacy, numeracy skills)** | |
| Apprentice to complete this section | Q. Are you happy with your performance, do you need any support? |

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 1. **Applied Learning:** Give examples of how module(s) learning has allowed you to fulfil and develop in your role. (Be specific – Improved performance, project management, new tasks etc.) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apprentice to complete this section | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Apprenticeship Milestones:** Recognition of KSB development / Key areas of learning since last review. (Skills developed, impact at work, new learning) | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apprentice to complete this section | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| 1. **Impact:** Do you have examples of work-based activity that you feel could be used in your portfolio/Summary of experience? *Think impact*! – Use e-portfolio to log/store progress against KSBs | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Apprentice to complete this section | |  | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Apprentice Current Satisfaction Scale:** | | | | 1 | | 2 | | 3 | | 4 | | | 5 | | 6 | | | 7 | | 8 | | 9 | | 10 | | |
|  | | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | |  | | |
| 1. **MENTOR / LINE MANAGER SUMMARY**   **(Impact at work, ongoing projects, achievements, issues etc.)** | | | | | | | | | | | | | | | | | | | | | | | | | |
| * Within the summary please identify areas of focus for the next period. (Please refer to the Knowledge, Skills and Behaviours within the apprenticeship standard)   What impact has the apprentices learning had on the workplace?  What are the apprentice’s development areas for focus over the coming period? (Link to actions list)  What specific actions will you take to support the apprentice over the coming period? (Link to actions list) | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer Current Satisfaction Scale:** | | | 1 | | 2 | | 3 | | 4 | | | 5 | | 6 | | | 7 | | 8 | | 9 | | 10 | |
|  | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | |  | |
|  | | |  | |  | |  | |  | | |  | |  | | |  | |  | |  | |  | |
| 1. **WORK BASED COACH**   **SUMMARY** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Work-based impact, application of learning from SHU course, general comments.  Would the Apprentice benefit from a referral to an advisor (Academic, Support, Employability) or Course/Module Leader?** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Actions and Targets - (At least one target should be KSB related)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Target/**  **issue (s)** | **Action** | | | | | | | | | | **When** | | | | | **Who** | | | | **Completed / Reviewed Date** | | | | | | | | |
| 1. |  | | | | | | | | | |  | | | | |  | | | |  | | | | | | | | |
| 2. |  | | | | | | | | | |  | | | | |  | | | |  | | | | | | | | |
| 3. |  | | | | | | | | | |  | | | | |  | | | |  | | | | | | | | |
| 4. |  | | | | | | | | | |  | | | | |  | | | |  | | | | | | | | |
| 5. |  | | | | | | | | | |  | | | | |  | | | |  | | | | | | | | |
| 6. |  | | | | | | | | | |  | | | | |  | | | |  | | | | | | | | |
| 7. |  | | | | | | | | | |  | | | | |  | | | |  | | | | | | | | |

|  |  |  |  |
| --- | --- | --- | --- |
| **Date & Time of Next Review:** |  | **Location of**  **next review:** |  |
| **Apprentice Signature** |  | **Apprentice**  **Signature Date:** |  |
| **Employer Signature** |  | **Employer Signature Date:** |  |
| **SHU WBL Coach Signature** |  | **WBL Coach Signature Date:** |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Uploaded to**  **e-track** |  | **Annex focus for this review:** | BV | SG&P | | EDI | CG | SS |
| **e-track BRAG Status’ updated** |  | **Annex focus for next review:** | BV | | SG&P | EDI | CG | SS |
| **Data within e-track checked** |  | **Diary invite sent for next review** |  | | | | | |

**Work-based coach to complete:**