

APPRENTICESHIP WORKFORCE DEVELOPMENT PROGRAMME

Better Employer Engagement (BEE) Project

Sunderland Engineering Training Association (SETA)

SEPTEMBER 2023

CREATED BY
seta^{oo}

Apprentice Name							Date of review	
Company							Apprentice start date	
Apprenticeship Standards							Planned end date	
Programme level	2	3	4	5	6	7	Programme duration (mths)	
Mandatory Qualification/s:						Additional Qualification/s:		
Overall Progress at Last Review against Delivery Model/Learning Plan: On Target Yes/No						Total Actual Off the Job (OtJ) Hours at Last Review: Hrs		
<p>This form is in 4 Parts and is electronic and therefore flexible: Part A - Apprentice Learning - apprentice to complete where possible in advance of review Part B - Employer Feedback - supervisor of apprentice to complete where possible in advance of review Part C - Legislative Aspects – TO/Coach to discuss legislative aspects that impact on the workplace/society Part D - Progress & Target-Setting – TO/Coach to review previous targets, to review overall progress and to set targets that are short, medium and long term</p>								
PART A - APPRENTICE LEARNING - Apprentice to complete where possible in advance								
<p>Looking at your last progress review, have you achieved the targets set? In full, in part or not at all? – please comment.</p>								
Maths, English or Digital Functional Skills							Hours*	
Maths, English or Digital embedding of further learning								
Extension Tasks relating to Apprenticeship								
Additional Learning Support								
Career path learning (IAG)								
Learning undertaken								
				Knowledge	Skills	Behaviours	Other	

Summary of learning undertaken Off Job by Employer including short courses with related to Apprenticeship Standard	OtJ Hours	Summary of Off Job learning with Provider <i>Including Qualifications</i>	OtJ Hours
Additional Training – not related to Apprenticeship Standard	Hours *	TOTAL Off the Job Hours since Last Review	

Personal Development, Attitudes and Behaviour

Assess as a result of this course, your:

1 = limited, 5 = excellent	1	2	3	4	5		Comment/ What needs to improve?
Progress through the course							
Personal development							
Behaviour							
Attitude							
Knowledge							
Skills							
Overall satisfaction							

Apprentice Comments/Concerns/Potential change of circumstances which may impact on learning plan:

Apprentice Comments/Concerns/Potential change of circumstances which may impact on learning plan:



PART B - EMPLOYER FEEDBACK - supervisor to complete in advance of review, if possible

Assess your apprentice objectively on the following indicators:

1 = limited, 5 = excellent	1	2	3	4	5	Comment/ What needs to improve?
Progress through the course						
Personal development						
Behaviour						
Attitude						
Knowledge						
Skills						
Overall satisfaction						

Employer Comments/Concerns/Potential change of circumstances which may impact on learning plan:

Empty text area for employer comments.

PART C - LEGISLATIVE ASPECTS – Training Officer/Coach to discuss jointly with apprentice and supervisor		
Health & Safety	Y	N
1) Has a Healthy & Safe learning environment been confirmed? 2) Have any concerns been reported to the relevant authority? Please give details; 3) Have you suffered any accident/injury since your last review? 4) Have any RIDDOR reportable accidents been reported to the relevant authority? Please give details; Discussion.		
Equality & Diversity	Y	N
1) Have you experienced bullying, harassment or discrimination at work? 2) Are you aware of policies at your organisation to ensure you are treated fairly? 3) Did your induction and training help make you more aware of your legal responsibilities to promote E&D? 4) Are you aware of British Values? 5) Are you able to apply this training in your work situation? Discussion:		
Safeguarding & PREVENT	Y	N
1) Did your induction training make you more aware of the importance of 'Safeguarding and PREVENT'? 2) Are you aware of any instructions or policies at work to ensure you are aware of your responsibilities to report? 3) Do you need any support with your understanding of Safeguarding & PREVENT understanding? Please give details; Discussion:		

PART D - PROGRESS & TARGET-SETTING – TO/Coach to discuss jointly with apprentice and supervisor					
<p>Looking at your last progress review, has the apprentice achieved the targets set? In full, in part or not at all? – please comment/reset targets below</p>					
Progress on Mandatory Qualifications if relevant					
Total Modules of Learning		Done so far		Left to do	
Progress on Additional if relevant					
Total Modules of Learning		Done so far		Left to do	
Is the learner progressing as planned (Y/N)		<p>If no, what actions undertaking to get back on track? Addendum sheet must be completed for learners behind target for additional actions.</p>			
		<p>Has Senior Management been informed of slow progress? Y/N</p>			
Targets for next period for Apprentice / Supervisor / TO / Coach (A/S/T/C)					
<p>SMART targets: agreed by Apprentice, Supervisor, Training Officer, Coach - Specific, Measurable, Achievable, Realistic, Timely</p>					
Functional Skills / Knowledge / Skills / Behaviours / Additional Support / Extension Tasks / IAG Career Path / Other				A/S/T/C	Target Date
Short (up to 6 weeks)					

Medium (7-13 weeks)			
Long (14 weeks +)			
Assessment / Testing / Assignments/ Exams / End Point Assessment			
Short			
Medium			
Long			
Training Officer/Coach - Comments/Concerns/Potential change of circumstances which may impact on training plan:			
Date of Next Review:		Summary of Off The Job Hours To Date:	

I have read and understand the above comments and agree the future actions		
Apprentice Name (Print) Signature		Date:
Training Officer Name (Print) Signature		Date:
Supervisor Name (Print) Signature		Date:

Note Signatures should be obtained and will only be authentic if sent by official email from the supervisor and/or apprentice

Attachments can include:

- Emailed progress review signed and sent by official email from the supervisor/apprentice.
- Screenshots from software
- Detailed additional actions if learners is not progressing as planned
- Any other relevant evidence such as test dates and registrations

Note Progress review forms to be stored in PICs and portfolios

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Department
for Education

APPRENTICESHIP WORKFORCE DEVELOPMENT IS DELIVERED BY:

