

Apprenticeship Progress Review

Learner name		Date of Review	
Apprenticeship Standard		Planned end date	
Trainer			
Employer			
Employer representative		Position	
Attendance target 90% minimum	Attendance actual		
	Punctuality		

Status N = Not yet started

I = In progress

A = Achieved

Off the Job Hours			
Planned		Actual	

Progress and target setting										
Qualification title										
Unit Name										
Status										

Progress and target setting										
Qualification title										
Unit Name										
Status										

What progress has the apprentice made in the workplace or in college since last review?

Review of SMART targets from previous review <small>(targets not met should be carried over to the new targets set today)</small>	Status: Met/part met/not yet met

Is the apprentice on target to achieve by their planned end date?	Yes		No
If no what actions will be implemented to support progress?			
Please transfer these to SMART targets.			

Functional Skills									
Is the apprentice completing functional skills as part of their programme?	Maths	Yes		No		English	Yes		No
If yes, please comment on progress towards these aims									
If no please comment on the development of maths and English as part of the overall apprenticeship since last review.									

Wider learning themes developed in the review.
Prevent, British Values, Safeguarding, Equality and Diversity, Health and Safety
Please detail the topic discussed and overview of activity and / or discussion points
Wellbeing – Healthy Lifestyles and citizenship

Please detail the topic covered and overview of activity and / or discussion points

Careers Information, Advice and Guidance

Please document the guidance you have given, supporting the apprentice in understanding their next steps on completing their apprenticeship

SMART Targets

Targets should be:

- Specific
- Measurable
- Achievable
- Realistic
- Timebound

SMART Targets to be completed

By when?

SMART Targets to be completed	By when?

Employer review of progress made at work.

Area	Current Value						Target for next review.
	Requires Improvement			Excellent			
	1	2	3	4	5	6	
Attendance							
Punctuality							
Confidence							
Presentation							
Working on own initiative							

Working independently							
Verbal communication							
Written communication							

Employer comments	
Please confirm: I am aware of the requirement for 20% off the job, and release my apprentice weekly to attend Derwent Training, in addition to support provided in the work place.	
Please comment on your apprentice's progress in the work place.	

Trainer feedback on progress since the last review

Learner questions and feedback.			
Do you feel safe in the work place and when training?	Yes		No
If no, please explain			
Please confirm the name of the person who you would report a safeguarding concern to, in the centre?			
Please confirm the name of the person who you would report a safeguarding concern to, in the workplace.			
Have you had any absences from the workplace?	Yes		No
If yes, please detail			

Learner Comments
How do you feel you are progressing on your programme? Please include what is going well and any concerns you may have.

Declaration

I certify that the contents of this review are an accurate reflection of the meeting which took place.

Learner signature	
Workplace signature	

Trainer signature	

Note: all information may be shared with contract partners

Proposed date of next meeting	
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