

Guide to Progress Reviews for Employers and Apprentices

<p>What is a Progress Review?</p>	<p>A progress review is a structured meeting between an apprentice and their employer (or a designated mentor) to discuss the apprentice's development, achievements, and areas for improvement. It serves as a checkpoint to ensure that the apprentice is on track with their learning and development goals.</p> <p>Regular progress review meetings are important in supporting apprentices and employers successfully through to completion of the apprenticeship. These meetings give apprentices the chance to reflect upon, and take stock of their learning, assess what progress they have made, what skills, knowledge and experience they have gained and what still needs to be developed. Crucially, the review discussion should lead to a new set of goals and actions, so that the apprentice and employer are clear on the next steps of the apprentice's journey.</p>
<p>Why Do Progress Reviews Take Place?</p>	<p>Progress reviews are essential for several reasons:</p> <p><u>Monitoring Development:</u> They help track the apprentice's progress against their learning plan and objectives. They will also support the apprentice in building their portfolio of evidence for the Knowledge, Skills and Behaviour (KSB's) for their apprenticeship, while identifying gaps in evidence and opportunities to meet these KSB's prior to Gateway. By building this evidence throughout the apprenticeship the apprentice will be ready and prepared for gateway at the end of the practical period.</p> <p><u>Providing Feedback:</u> They offer an opportunity for constructive feedback, which is crucial for the apprentice's growth.</p> <p><u>Identifying Support Needs:</u> They help identify any additional support or resources the apprentice may need.</p> <p><u>Setting Goals:</u> They allow for the setting of new goals and milestones to keep the apprentice motivated and on track to meet the evidence requirements for gateway by the end of their practical period.</p>

How Often Do Progress Reviews Take Place?	The frequency of progress reviews can vary depending on the apprenticeship programme and the employer's policies. However, they typically occur every 3 months. It's important to have them regularly to ensure continuous development and timely support.
Who is Involved within the Apprenticeship Tripartite Review?	The Apprentice, their Line Manager and Apprenticeship Advisor (AA) will be present during the review meeting. If the Line Manager is unable to attend, it is recommended that these reviews be recheduled, where possible.
What Will Be Discussed During a Progress Review?	<p>During a progress review, the following topics are usually covered:</p> <p>Review of previous targets: The Knowledge, Skills and Behaviours (KSB) targets from the previous review will be considered.</p> <p>KSB Review: Progress towards the KSB framework will be discussed and the impact their progression has on their job role.</p> <p>Objectives: Up to five objectives will be discussed and set for the next progress review</p> <p>Workplace discussion: Equality and Diversity, Safeguarding, British Values, Prevent, Health and Safety, Attendance and any other relevant information may be discussed.</p> <p>Feedback: Constructive feedback on performance and areas for improvement by AA and workplace mentor / manager. There is also an opportunity for the apprentice to self-reflect and make comments on their progression.</p> <p>Challenges: Discussion of any difficulties or obstacles faced within the apprenticeship.</p> <p>Support: Identifying any additional support or resources needed.</p>
Tips for Getting the Best Out of a Progress Review	<p>Be Honest: Openly discuss your achievements and challenges.</p> <p>Be Receptive: Listen to feedback and be open to suggestions for improvement.</p> <p>Be Proactive: Take an active role in setting goals and identifying support needs.</p> <p>Follow Up: After the review, take action on the feedback and goals discussed.</p>

How can I, as the Line Manager support the apprentice collate their portfolio evidence?

A line manager plays a crucial role in supporting an apprentice as they build their portfolio. Here are some ways you can assist:

Set Clear Expectations

- a. Help the apprentice understand the requirements of the portfolio, including the evidence needed to demonstrate knowledge, skills, and behaviours.
- b. Provide clarity on how their day-to-day tasks align with apprenticeship standards.

Identify Opportunities for Evidence

- a. Highlight tasks, projects, or activities that align with the apprenticeship framework.
- b. Encourage apprentices to take on responsibilities that allow them to demonstrate a variety of competencies.

Provide Regular Feedback

- a. Review draft portfolio entries and provide constructive feedback.
- b. Suggest improvements or additional examples to strengthen the portfolio content.

Facilitate Access to Resources

- a. Support the apprentice in accessing training, tools, or colleagues who can provide valuable input or collaboration.
- b. Ensure they have time during their work schedule to dedicate to portfolio development.

Encourage Reflection

- a. Help the apprentice critically reflect on their work, drawing out key achievements, learning points, and challenges.
- b. Discuss how their experiences demonstrate specific apprenticeship standards.

Collaborate with the Apprenticeship Advisor

Engage in tripartite reviews to stay informed about the portfolio requirements.

Work with the advisor to identify any gaps and ensure the apprentice is on track.

<p>How can I, as the Line Manager support the apprentice collate their portfolio evidence?</p>	<p>Recognise and Celebrate Progress</p> <ul style="list-style-type: none"> a. Acknowledge milestones in the portfolio process, boosting the apprentice's confidence and motivation. b. By maintaining open communication and providing active support, line managers can help apprentices build a comprehensive and high-quality portfolio.
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