



# Apprentice Progress Review Guide

Version 3 – May 2023

## GUIDE AIM

- To ensure, you are aware of the purpose and importance of 'progress reviews' as an apprentice
- To provide a step by step process of conducting progress reviews

## UEA EXPECTATIONS

We hope to build a well-established support base for you during your apprenticeship. This requires excellent communication throughout and for all those involved to know what is expected from them.

In order to support you during the apprenticeship you will be provided with a UEA Apprenticeship Adviser.

You will also require an Employer Mentor to support you in your workplace during the programme. This person can be chosen by you or your employer.

## ROLE OF APPRENTICESHIP ADVISORS AND EMPLOYER MENTORS

- Support you in your personal development
- Be a key contact point between you, the course director, the apprenticeships team and your employer
- To ensure your employer is up to date with your progress and raise any concerns or issues on your behalf
- To assist you with setting goals and targets and help to provide action plans on how to achieve these
- Help identify and address any issues you may have, offering support where needed and signposting you to relevant help/advice





## APPRENTICESHIP PAPERWORK

As an apprentice you are required to provide a range of documentation that will be retained electronically, as required by the funding body.

Documentation is auditable by the ESFA (Education and Skills Funding Agency) who regulate the funding for your apprenticeship. The funding for your programme could be at risk if your documentation is not up to date or correct. Failure to provide the paperwork as requested could have serious consequences, which may result in your removal from the apprenticeship programme.

The UEA's Apprenticeship team are responsible for all compliance documentation and may contact you for any missing or additional documentation. Any request for paperwork/information is important and should be actioned within a timely manner.

## PROGRESS REVIEWS

A key requirement of the apprenticeship programme is ensuring that learning and progress throughout the programme is tracked and evidenced, which includes academic and workplace progress.

Therefore, a condition of the apprenticeship is that you must attend a minimum of four progress reviews each year (roughly every 12 weeks).

These meetings must include **both** your Apprenticeship Adviser and your Employer Mentor. If all three parties are unable to attend, the meeting should be rescheduled.

Progress reviews require the completion of a 'progress review form' to officially evidence the meeting, which must be signed by all 3 parties (*\*this can be electronically signed*).

The 'progress review form' is standard across all UEA apprenticeship programmes, however your apprenticeship advisor may ask programme specific questions. The 'progress review form' is a means in which to record all discussions held during the meeting. The suggested questions are not conclusive, and all parties may make additional comments throughout the document where needed.

You are required to fully engage with the review form and provide comprehensive reflective responses on each section (yes/no are not acceptable).

Amongst your own personal objectives, goals can be set against the knowledge, skills and behaviour requirements as set out in the apprenticeship standard.

### STEP 1: ADVISERS AND APPRENTICES ARE ASSIGNED & CONTACT MADE

- Once assigned, your apprenticeship adviser will contact you - sharing their contact details and to check how you are settling into your programme. If you have not heard from your advisers within the first two weeks of starting – please speak with your Course Director
- Please ensure your apprenticeship adviser has the contact details for your Employer mentor

### STEP 2: PREPARE FOR YOUR FIRST PROGRESS REVIEW

- The first review should be held within the first 12 weeks of the course with further reviews evenly spaced throughout the year
- Your adviser will contact you to book in your review. Please liaise with your Employer mentor to ensure they can attend
- Please allow approximately 1 hour for the meeting
- Your adviser will send you a blank Progress Review form (please speak with your adviser if you do not receive a copy), please complete sections 1-3, providing full and comprehensive responses (not just yes/no)
- Meetings can be held virtually or in person

### STEP 3: CARRY OUT PROGRESS REVIEW

- Complete any remaining sections of Progress review form – review any previous goals and agree future targets
- Review off the job time – ensure you discuss if you are not being provided with support from your employer – you must have at least 20% off the job time over the duration of your programme / 6 hours per week minimum (note: most programmes delivery will exceed this minimum and employers are aware you **must not** miss teaching events)
- Review the Training Plan and Initial Needs Assessments and update as necessary
- Review any Learning Support arrangements and refer to Student Services if no longer suitable
- Review any marks/submissions
- Review attendance - ensuring a catch-up plan is in place for any missed learning.
- Ensure any required breaks in learning, where you cannot engage at least once in a calendar month are reported to the Apprenticeships Team
- Ensure you have updated your eVision account with any personal detail changes – e.g. address etc
- Any other business or discussions as needed
- All parties must enter their feedback and sign off the progress review themselves. Another party **must not** enter information or notes on behalf of another party, this can be considered fraudulent