



FORMAL PROGRESS REVIEWS

V1.1

MARCH 2022

Purpose

At regular intervals throughout the course of an apprenticeship programme, learners, assessors and managers (employers) have to carry out a progress review. This is used to inform all parties and give an oversight of all areas of the apprenticeship programme and where the learner is currently at in terms of their qualification. This is also a formal requirement of Ofsted and the ESFA.

The review is formally documented and agreed by all parties. During the review, reflection on what has occurred up to the date of the review should take place, planning ahead (until the next review), SMART targets, C/IAG should be documented also.

Formal Progress Reviews should be carried out as a minimum every 8-10 weeks.

Appendix 1:

Formal Progress Review Form

FORMAL PROGRESS REVIEW – LEARNER

DETAILS:

Learner name		Date	
Manager name		Start Date	
Tutor		Planned Date	End Date
Target progress		Gateway mm/yy	
Actual Progress		Qualification and level	
Progress at last review		FS Maths	
Progress at this review		FS English	
Start time		End Time	

REVIEW OF TARGETS:

Target	Review
1.	
2.	
3.	
4.	

Document No: FPRP_001
Version No: V1
Date: 12th March 2019

PROGRESS BETWEEN REVIEWS:

Aim	%	What has been achieved between reviews?	What new knowledge/skills/behaviours has the learner demonstrated since the last review?

EMPLOYMENT RELATED LEARNING AND ACHIEVEMENTS:

CIAG/IAG/Certificates/Training – has the learner completed any of these? What careers information, advice and guidance have you given to the learner?

CORE LEARNING:

Safeguarding:

Equality, Diversity and Inclusion:
Prevent and Fundamental British Values:
Health and Wellbeing:
Complaints and Appeals Procedure:

PLANNING AHEAD:

Target	Impact
1.	
2.	
3.	
4.	

FEEDBACK:

Learner:
Employer:
Tutor:

Signatures:

Learner:	Date:
Employer:	Date:
Tutor:	Date: