



Modern Apprenticeship Participant Progress Review (Best Practice)



Apprentice name.....

MA framework.....

Period of review..... Date of next review.....

Part 1a - Detail apprentice's progress within the workplace towards all requirements specified in the Modern Apprenticeship framework during period of review

Part 1b - If applicable, set out details of any formal structured learning that has taken place away from the workplace during period of review

Part 2a - Delays in progress towards any of the requirements in the Modern Apprenticeship framework - detail any issues relating to delivery and progress towards agreed training during the period of review

Part 2b - Provide actions that will prevent future delays in the apprentice's progress towards the Modern Apprenticeship framework

Part 2c - Any additional information discussed

Modern Apprenticeship Participant Progress Review

Part 3 - Agreed actions for next review

Part 4 - Apprentice comments

Part 5 - Employer comments on progression and achievement

Part 6 - Reviewer comments

Apprentice signature..... Date.....

Reviewer name.....

Reviewer signature..... Date.....

Employer name*.....

Employer signature*..... Date.....

Position.....

* The employer signature is required on at least one Participant Progress Review record every 12 months during the period of the Participant's MA.