



# Modern Apprenticeship Participant Quarterly Progress Review (for milestones) (Mandatory)



To be completed where a Participant Quarterly Review is required to support a milestone claim

Participant name..... MA framework.....

Period of review..... Review date.....

Milestone number..... Next review date.....

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

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Part 1b - Detail any complete units achieved during the period of review, including the unit title and reference number

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Part 1c - Detail any formal structured learning that has taken place away from the workplace during period of review

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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

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

## Modern Apprenticeship Participant Quarterly Progress Review

Part 2c - Any additional information discussed

Part 3 - Agreed actions for next review

Part 4 - Participant comments

Part 5 - Employer Representative comments on progression and achievement

Part 6 - Reviewer comments

Participant signature..... Date.....

Reviewer name.....

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

Employer representative name.....

Employer representative signature\*..... Date.....

Employer representative position.....

Assessor name.....

Assessor signature\*\*..... Date.....

\* The employer representative signature is mandatory, see MA Specification Part 1 Rule 3.2.7 (extract below).

Where Participants are participating in full-time off the job training, SDS may in exceptional circumstances accept the signature of an independent representative involved in the delivery of the off the job training, e.g. a college on behalf of the employer. SDS may publish formal guidance in relation to this from time to time. Except to the extent otherwise provided in any such guidance, the Provider must obtain the prior written consent of SDS (in the form of an email from the SDS assigned Skills Investment Advisor) in order to rely on such an exception.

\*\* An Assessor signature is mandatory where unit achievement is recorded.