

## Foundation Apprenticeships (FA) Learner Review Document


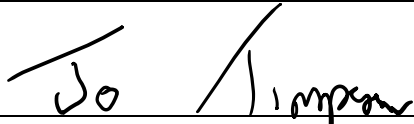
This document must be completed as prescribed in the associated guidance.

Please complete all fields in the form in black or blue pen

|                             |                    |
|-----------------------------|--------------------|
| <b>1. Learning Provider</b> | BLOGGS TRAINING    |
| <b>2. Learner Name</b>      | MARTIN SMITH       |
| <b>3. FA Framework</b>      | Accountancy (SDDM) |
| <b>4. Date of Review</b>    | 02/12/2020         |
| <b>5. Milestone</b>         | Milestone 3        |

| 6. Learner Progress and Achievement of FA Framework   |                 |                        |           |
|---|-----------------|------------------------|-----------|
| Unit Title  | SQA Registered? | Date started           | Achieved? |
| H1YR 76 - PREP MANAGEMENT ACCOUNTING INFORMATION  | Y               | 28/08/2020             | N         |
| H1YS 76 - ANALYSING ACCOUNTING INFORMATION  | Y               | Click to select a date | N         |
| H1YP 76 – PREPARING FINANCIAL ACCOUNTING INFORMATION  | Y               | Click to select a date | N         |
| FN16 11 – RECORDING DATA IN THE LEDGER  | Y               | Click to select a date | N         |
| HX6F 46 – PROFESSIONAL ETHICS FOR ACCOUNTANTS   | Y               | Click to select a date | N         |
| HF 88 46 - WORK PLACEMENT   | N               | Click to select a date | N         |
| HW57 04 – ADVANCED BOOKKEEPING  | N               | Click to select a date | N         |
| HW58 04 – FINAL ACCOUNTS PREPERATION  | N               | Click to select a date | N         |
| HW59 04 – INDIRECT TAX  | N               | Click to select a date | N         |
| HE6E 04 – FOUNDATION APPRENTICESHIP CERTIFICATION   | Y               | Click to select a date | N         |
| Provider's comments on learner's progress   |                 |                        |           |
| <p><b>Since starting the course Martins attendance has been good, however his timekeeping needs to be improved to ensure he is on track to complete the H1YR 76 module. He should ask for support when required rather than continually making unnecessary errors. Any work that Martin has fell behind on he should work on before returning to college.</b></p> |                 |                        |           |

|   |
|---|
| <b>7. Barriers to learning – if not appropriate please add N/A</b>  |
| N/A   |
| <b>8. Employer update on Learner Progress in the Workplace</b>  |
| Employer representative name: <b>Not yet known</b>  |
| If no comment from Employer, please input N/A   |
| N/A   |
| <b>9. Learner Comments</b>  |
| I agree with the lecturer's comments about timekeeping, but the bus that I get is very rarely on time. I try to solve the accounting tables on my own as I want a career in Accountancy but will ask for more help. I'm enjoying the course and looking forward to starting my work placement after Christmas once the employer is known. |
| <b>10. Next Actions</b>   |
| To complete the module, I'm doing at the moment and prepare for the mock assessment in 2 weeks' time.   |

| 11. Signatures                    |   | Date of Signature |
|-----------------------------------|---|-------------------|
| Learner Name                      | MARTIN SMITH  | 03/12/20          |
| Learner Signature                 |  |                   |
| Provider Representative Name      | JOANNA TIMPSON  | 03/12/20          |
| Provider Representative Signature |  |                   |