**Modern Apprenticeship   
Apprentice Progress Review for QPR Payment Plan**

**This document is to support a milestone claim on a quarterly basis.**

Print Apprentice Name: Period of Review:

Date of Review: Next Review Date:

Milestone Number:

**Section 1: Progress against achieving qualification: short-term goals.**

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| --- | --- | --- |
| In relation to my apprenticeship, I have completed all the activities that I expected to (those agreed with my tutor/assessor since we last met formally) | | |
| **Apprentice Comments** | 1 | **Provider comments** |
| 2 |
| 3 |

1. I have completed all my activities as set out previously

2. I have completed some of the activities

3. I have not completed any of the activities and need more support.

**Section 2: Progress against transferable skills development**

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| --- | --- |
| I am confident that I am developing my **core skills** (communication, problem solving, numeracy, working with others, ICT)) and using them effectively in line with the needs of my workplace and for what I need to achieve in my apprenticeship | |
| **Apprentice Comments** | 1 |
| 2 |
| 3 |

1. I am confident that I am developing my **core skills** well and using them effectively.

2. I am gaining confidence in developing my **core skills** and know the areas I need to focus on before the

next formal visit

3. I am not aware that I am developing any **core skills.**

|  |  |
| --- | --- |
| I am confident that I am developing my **career skills** and using them effectively in line with the needs of my workplace and for what I need to achieve in my apprenticeship | |
| **Apprentice Comments** | 1 |
| 2 |
| 3 |

1. I am confident that I am developing my **career skills** well and using them effectively.

2. I am gaining confidence in developing my **career skills** and know the areas I need to focus on before the

next formal visit

3. I am not aware that I am developing any **career skills.**

|  |  |
| --- | --- |
| I am confident that I am developing **my meta skills** and using them effectively in line with the needs of my workplace and for what I need to achieve in my apprenticeship | |
| **Apprentice Comments** | 1 |
| 2 |
| 3 |

1. I am confident that I am developing my **meta skills** well and using them effectively.

2. I am gaining confidence in developing my **meta skills** and know the areas I need to focus on before the next formal visit

3. I am not aware that I am developing any **meta skills.**

|  |  |
| --- | --- |
| I have completed approximately this % of my apprenticeship | 10-20%  21-30% 31-40% 41-50%  51-60% 61-70% 71-80% 81-90% 91-100% |
| I am on track for completing my apprenticeship by this date |  |
| I have completed this additional training since my last review |  |

**Section 3: Where am I with my apprenticeship journey?**

**Section 4: Other areas we discussed that are relevant to my progress.**

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**Section 5: Goals for next formal review which is due on this date:**

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| Before the next formal review with my tutor/assessor, these are the areas I am going to work on for my apprenticeship qualification: |

|  |
| --- |
| Employer Representative Comments |
| **Are you confident that your apprentice has made the expected progress expected in relation to their individual circumstances?** Yes  No  **Are you confident that your apprentice is developing the transferable skills (core skills and meta skills) as is required for their apprenticeship and in line with your workplace requirements?** Yes No  *You may also want to capture any discussions about career progressions and employability needs where it is fitting to do so for your Apprentice.* |

**Section 6: Employer Contribution**

**Section 7: Changes to information held in FIPS (Please refer to MA Specification) for changes that can be recorded here)**

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**Before signing this APR, please remember to discuss the process for FIPS validation with the Apprentice and Employer.**

**Section 8: Signatures**

Apprentice: **I agree that the information above is a true reflection of the progress I have made in my apprenticeship, and I am committed to working on the areas I have set out above before my next formal review.**

Apprentice Signature: Date:

Provider: **I agree that this apprentice has made the progress on their apprenticeship as documented above and I have agreed clear goals with them to move towards achieving their full apprenticeship.**

Print Provider Representative Name:

Provider Representative Signature: Date:

Employer (manager/buddy/mentor/employer representative): **I agree that I have been involved and invested in the progress of my apprentice and I am committed to supporting my apprentice to further progress towards their apprenticeship goals as set out above.**

Print Employer Representative Name:

Position held by Employer Representative:

Employer Representative Signature: Date: