

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

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 core skill development

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

Section 3: Where am I with my apprenticeship journey?

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

Section 4: Other areas of discussion relating to my progress

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

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

Section 6: Employer Contribution

Employer Representative Comments

Are you confident that your apprentice has made the expected progress 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 7: Changes to information held in FIPS (Please refer to MA Specification for changes that can be recorded here)

Section 8: Signatures

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

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:

Employer Representative Signature

Date: