 **Modern Apprenticeship**

**Apprentice Progress Review – Completed exemplar.**

**Print Apprentice Name:** Izzy Barratt **Period of Review**: 11/12/23 – 11/03/24

**Date of Review**: 11/03/2024 **Next Review Date**: 03/06/2024

**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** *I think that I am on track in relation to what was expected of me since the last review; Completed my report for unit preparing to communicate in a business environment, Completed the evidence required for the unit on taking minutes, Answered the knowledge questions for the taking minutes unit, Completed personal statement on my role in safely storing information for storing and retrieving information using a filing system unit.**I have started to learn in the workplace what the legal responsibilities are for administering HR files for the unit administer HR records* | 1 | **Provider comments***Izzy has completed all of the tasks set out for her as set out in her assessment and learning plan since the last visit. She has successfully completed the tasks set at the last review to the required standard and has also started to work on some of the future planned activities.**She still requires to get a witness statement in relation to the effectiveness of filing and storing information unit before that unit can be signed off.* *Izzy is developing her legal knowledge and her workplace has agreed that she can now start handling confidential HR files* |
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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***My note taking skills are improving well (my mentor, Karen, said so) and I feel I am getting more confident and assertive talking to people across the business- so I feel my written and oral communication is progressing well. My tutor has told me that communication is embedded in the business admin framework, so in terms of achieving communication, I just need to ensure that I am aware what tasks are developing these which George my assessor has pointed out. I discussed with George an example of my problem solving skills when last week I sorted out an issue with a hotel booking.**I discussed with George that we will do the numeracy exercises for that unit before we meet again.* | 1 |
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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

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| 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** *Career Skills applies to Professional and technical Apprenticeships only* | 1 |
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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.

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| 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***I think my* ***self-management skills*** *have improved a lot since my last review. I have taken notes at a few meetings now, so I prepare well for meetings and have a better understanding of the business and the agenda topics being discussed. I think my natural* ***curiosity*** *to find out things**and showing* ***initiative*** *are my strengths. For example, In meetings I feel more confident to ask for points to be clarified when something is discussed that I don’t understand. I wouldn’t have been able to do that a few months ago.* ***Sense making*** *of the key points and* ***focussing*** *on the important points and actions that should be communicated in the meeting notes and which points can be left out, is resulting in better quality notes that my boss is happy with. I will continue to work on improving my written* ***communications*** *to be more concise.*  | 1 |
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1.I am confident that I am developing my meta skill 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?**

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| I have completed approximately this % of my apprenticeship | 10-20% [x]  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 | 01/11/2024 |
| I have completed this additional training since my last review | *I have completed a module ran by my company and the Freedom of Information Act and handling sensitive information* |

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

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| *I got my module on FOI with 100%. I asked for a temporary change to my working pattern due to my son starting school. If this is approved my target completion date may have to be extended slightly as a result.*  |

**Section 5: Goals for next formal review which is due on this date: 03/06/24.**

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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: |
| *I will complete the unit tasks for the unit Administer HR files in line with my original assessment plan, including putting new starts on the system by end May 2024* |
| *I will undertake the learning exercises for numeracy and complete the numeracy assessments for learning outcomes 1 and 2 by end May 2024* |
| *I will start learning how to support the recruitment activity in work by working with Joy in recruitment. This means I should be able to start work on the administer the recruitment process unit which I will review and read the learning materials supplied by George-.Between now and end April 2024* |

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| Employer Representative Comments |
| **Are you confident that your apprentice has made the expected progress expected in relation to their individual circumstances?** Yes [x]  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 requirement** Yes[x]  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.*Izzy has made some great improvements with her note taking and is now very competent in filtering out the main points to take down from a meeting. She is enthusiastic and keen to learn and continues to look for new challenges in the workplace. We have agreed that for the next few weeks that she will work with Joy in recruitment as well as continue working on the HR files. This will ensure that she can make decisions about which part of the HR department she will aim to work in longer term.* |

**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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| Izzy has a new contact email address: izzy.barrat@email.co.uk |

**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: 11/03/2024

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:** Jenny Lockie

Provider Representative Signature: Date: 11/03/2024

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**: Tom Haldane

Position held by Employer Representative: Office Manager

Employer Representative Signature Date: 11/03/2024

