

RNN Group Apprenticeships

Apprentice Progress Reviews

Apprentice reviews are undertaken every 8-12 weeks and must include the apprentice, the Apprenticeship skills tutor and their boss or mentor who are responsible for their development.

Reviews can be completed either F2F or online to meet the needs of the business.

Regular 3 way reviews are an important key element in supporting apprentices to successfully develop their skills and complete their apprenticeship. You as an employer can see clear progress made and support by adjusting targets at work to meet the needs of the individual. It's a great opportunity for everyone to have an input to how to the apprenticeship is going.

At a review we will:

- Establish clear links between on- and off-the-job training; set and review targets against the ILP.
- Plan work set and get feedback on how an apprentice is performing.
- Establish how well the learner is developing their core skills in the workplace.
- Highlight any changes needed to meet the needs of the individual against the ILP arising from any new challenges/barriers.
- Highlight any further development areas to support the achievement of EPA.
- Celebrate success to date.



Targets are set and broken down into achievable 'steps' in an action plan that may require either the employer or training provider to action. SMART targets keep apprentices on track to achieve, with action taken to tackle issues, provide assessment opportunities and review support arrangements.

Reviews are planned well in advance and offer the best chance for learners to reflect on their progress in order to complete their apprenticeship so it's important a mentor can attend these to represent the employers.

All relevant managers/mentors will receive a login to our e-portfolio system in order to view their learners progress and participate in reviews.

Rotherham College
North Notts College
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