











## Apprenticeship Progress Review (APR) RULES/CONTENT:

- **Tripartite** (Apprentice/Mentor/Coach)
- Every 12 weeks
- Academic progress & grades
- KSB progress (workplace) – Applied Learning
- Review Training Plan (current/future modules)
- Impact – e-portfolio (where applicable)
- OTJ progress (current hours)
- SEE Theme \*
- Feedback
- EPA preparation & predicted grade
- Targets
- Any development areas
- Any support requirements

**\* SEE Themes:**

English (literacy) Development  
maths (numeracy) Development  
Digital Skills Development  
British Values  
Prevent  
Equality Diversity & Inclusion  
Safeguarding  
Wellbeing  
Building an e-portfolio  
Career Development & Management

## **End Point Assessment (EPA) preparation** *(must be covered at least during every other APR)*

- Review Assessment Plan (provide link to Apprentice & employer/mentor)
- Confirm all Assessment methods
- Confirm Gateway evidence including potential dates (month) of Gateway
- STARE statements (where applicable)
- Showcase portfolio (where applicable)
- Project preparation (where applicable)
- Assessment method preparation:
  - Professional Discussion
  - Q&A
  - Presentation
- Exam preparation (where applicable)
- Gateway to EPA event ongoing support