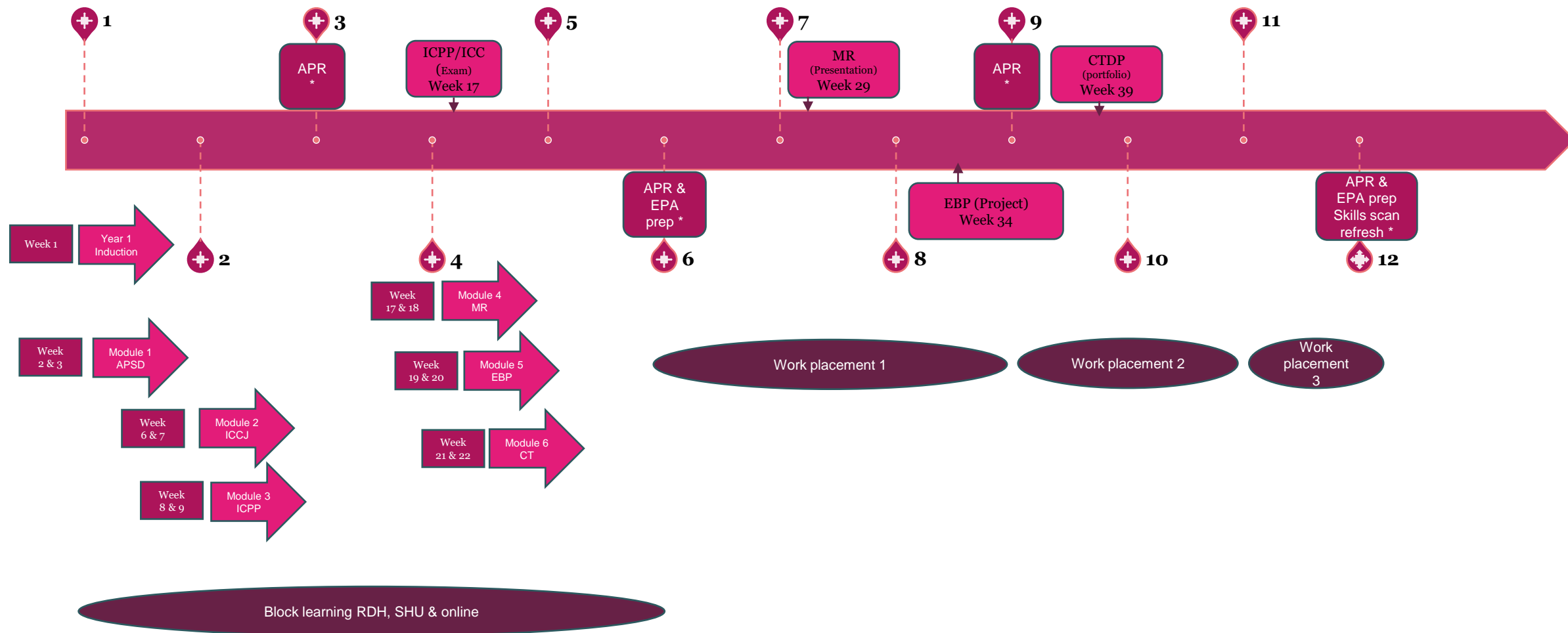


Key:

Location

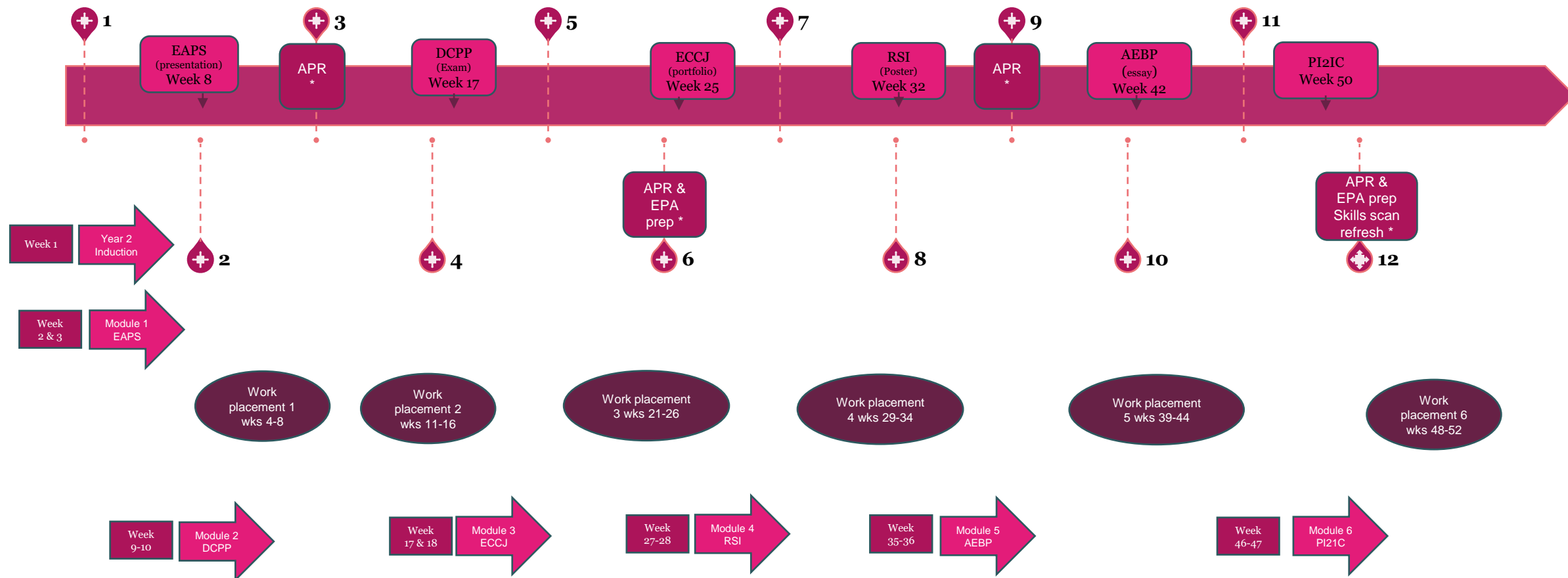
Module
Submission



Key:

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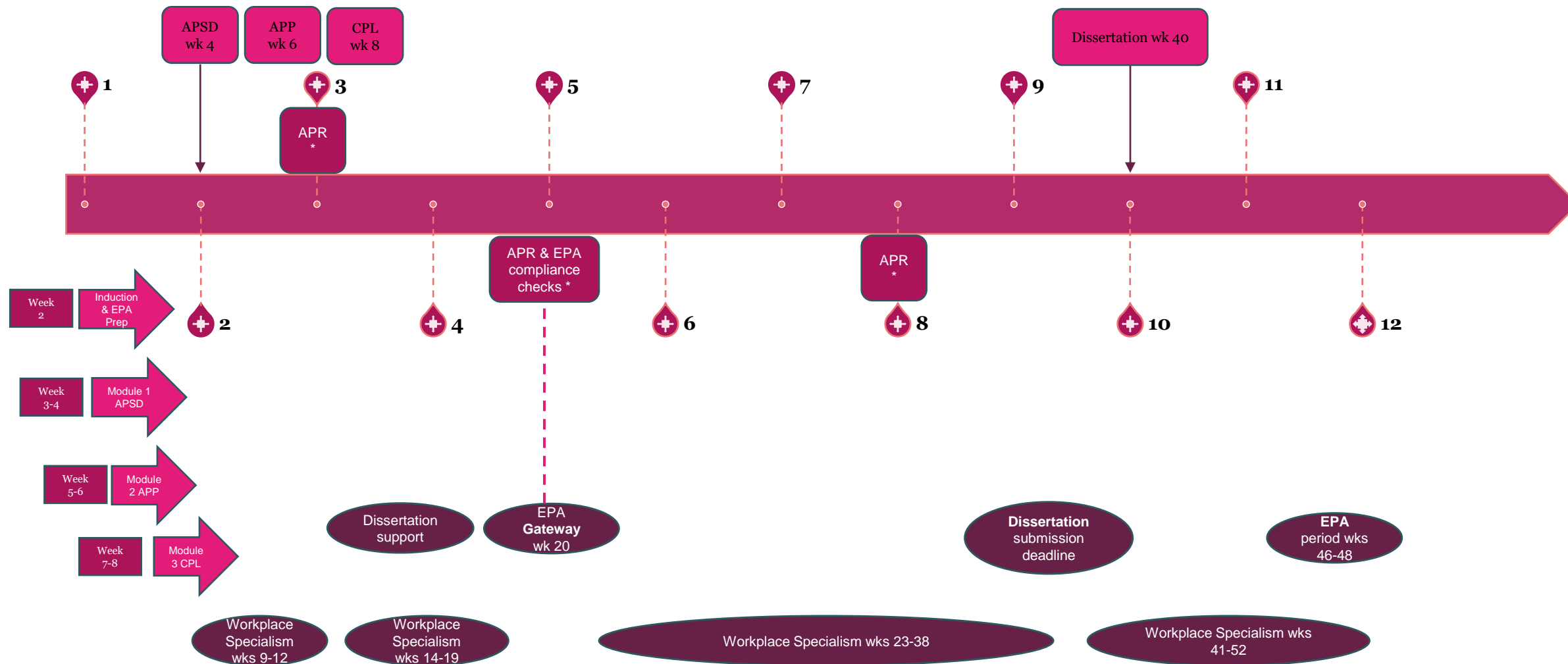
Module
Submission



Key:

Location

Module
Submission



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 including:
 - Understanding of KSBs requirements
 - Assessment Plan & 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

Gateway checks:

- FOC completion confirmation
- English
- maths
- Required Off the Job training log
- Gateway Declaration form
- FOC Portfolio submission