

Line-Manager Responsibilities & Expectations: Progress Reviews



What is a Progress Review?

A Progress Review is a tripartite meeting which occur as a minimum every 12 weeks, and must include the Apprentice, Coach & Line-manager. These meetings are an opportunity to review Apprentice progress on programme, towards their goals and raise concerns or issues (if any) or stretch and challenge the apprentice to develop further.

Do Line-Manager need to attend?

Yes. Line-managers must attend every Progress Review meeting for them to be effective. There will be sections for the coach, apprentice & employer to complete during this meeting.

What happens in a Progress Review?

This meeting is recorded, and the Coach will use a form on Aptem as a template for questions, but also to record SMART objectives. The apprentice will re-do their Skills Radar to assess themselves and compare against their current scores. The results of this can be used to support discussions around progress.



What themes are covered in a Progress Review?

- + Apprentice progress on programme - what can the apprentice do to further their progress towards standard, wider-learning, towards EPA, English, maths & digital skills, & their professional qualification.
- + Progress towards off-the-job.
- + Progress towards skills, knowledge & behaviours.
- + Careers advice & guidance- steps they're taking towards their careers goals.

Each meeting will follow the same themes and ask the same questions based on progress thus far.

How can Line-Managers prepare for a Progress Review?

You will be asked the following questions in each Progress Review meeting:

- + How do you feel the Learner has progressed since their last progress review?
- + In what areas do you feel they need further improvement or require additional support?
- + What impact is the programme having on the learner's performance in their job role?

You will also set some SMART objectives as well as support actions explaining what you will do to support with their apprentice in achieving their goals/targets. The Coach can support you with any questions you may have on this.