**Integrated strategy Initiative for Strengthening the supply of APPrenticeships in TEXtile sector**

**TEXAPP - WP3.6**

|  |  |
| --- | --- |
| **TASK** | **WP3.6**   * **Employer Standard Company Training Course Mentors Learner Progress Monitoring Report Template** |

|  |  |
| --- | --- |
| **Prepared by:** | HDTTC |
| **Contributors:** | Bill Macbeth  Ian McMillan |
| **Work Package:** | WP3.6 |
| **Date:** | 23-01-2018 |



**Mentors progress monitoring report**

|  |  |
| --- | --- |
| **Mentor/supervisor/tutor information** | **Apprentice/programme/monitoring date information** |
| Mentors name: | Apprentices name: |
| Supervisors name: | Course Title/Level: |
| Tutor/assessors name: | Today’s date:  Date of my next monitoring session: |
| **Supervisor and apprentice support** | **Notes** |
| How do I support my supervisor with his/her work with the apprentice? |  |
| How do I ensure the supervisor and apprentice have sufficient time to discuss progress and plan for learning? |  |
| **Apprentice progress monitoring** | **Notes** |
| How well is the apprentice progressing towards completing their qualification? |  |
| Are there any issues I need to resolve? |  |
| Have I met with the supervisor and apprentice on a quarterly basis to discuss progress etc.? |  |
| How is the apprentice getting on with their company learning plan? Does the plan meet company needs? |  |
| Have I arranged for discussions around;   * Progress to higher levels of study * Progression to new roles within the company |  |
| **Impact monitoring** | **Notes** |
| Do we have any evidence or information about the apprentice using new skills or knowledge in the workplace? |  |
| Am I happy with the programme? |  |