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

**TEXAPP - WP3.6**

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| **TASK** | **WP3.6**   * **Employer Standard Company Training Course Mentors Learner Progress Monitoring Report Template (worked example)** |

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| **Prepared by:** | HDTTC |
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| **Work Package:** | WP3.6 |
| **Date:** | 23-01-2018 |



**Mentors progress monitoring report**

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| **Mentor/supervisor/tutor information** | **Apprentice/programme/monitoring information** |
| Mentors name: Mat Chambers | Apprentices name: David Sherlock |
| Supervisors name: Nicky Perry | Course Title/Level: L2 Textile Manufacturing |
| Tutor/assessors name: Mike Wilshaw | Today’s date: 12/02/2017  Date of my next monitoring session: 15/03/2017 |
| **Supervisor and apprentice support** | **Notes** |
| How do I support my supervisor with his/her work with the apprentice? | Regular KIT meeting face to face and via email if needed. This works well and provides sufficient support. |
| How do I ensure the supervisor and apprentice have sufficient time to discuss progress and plan for learning? | I have agreed two ‘time off the job’ sessions per week to support the background work needed for NVQ and the workplace learning plan. |
| Am I happy with the workplace learning plan? | It is too early yet to see how the plan works but it has a lot in it and should be useful for the apprentice and the company. |
| **Apprentice progress monitoring** | **Notes** |
| How well is the apprentice progressing towards completing their qualification? | My copy of the tutor’s progress tracking sheet maps the progress of all the parts for the apprenticeship this is very helpful and is updated every month for all parties. |
| Are there any issues I need to resolve? | I agreed to reschedule some work last week to ensure an assessment could take place. |
| Have I met with the supervisor and apprentice on a quarterly basis to discuss progress etc.? | I have a monthly catch up meeting with them both and I also meet the apprentice for a chat after. |
| How is the apprentice getting on with their company learning plan? Does the plan meet company needs? | It’s a bit early yet as this is the 1st quarterly plan but there are some good objectives in there for the company and for the apprenticeship. |
| Have I arranged for discussions around;   * Progress to higher levels of study * Progression to new roles within the company | This new mentoring process has encouraged me to have a more structured approach to this. We now have a policy to support progression to higher levels and a succession plan in terms of financial incentive and access to other more senior roles when they come up. |
| **Impact monitoring** | **Notes** |
| Do we have any evidence or information about the apprentice using new skills or knowledge in the workplace? | I have asked the supervisor to let me have some information on this point – we need to be a bit sharper in capturing this. |
| Am I happy with the programme? | Yes – the apprentice is on target and the new arrangements are working well with much improved communications. |