**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 Supervisors Apprentice Progress Monitoring Report Template** |

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



**Supervisors apprentice monitoring report**

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| **Supervisor/mentor/tutor information** | **Apprentice/programme/visit date information** |
| Supervisors name: | Apprentice name: |
| Course Title/Level: | Today’s date:  Date of next tutor/assessor visit: |
| **Preparation for tutor/assessor visits** | **Notes** |
| Is/was my apprentice well prepared for the tutors visit? |  |
| Have I provided sufficient support between tutor visits? |  |
| Does the tutor communicate with you and the apprentice to help you understand what is going to happen at the next visit? |  |
| **Apprentice progress monitoring** | **Notes** |
| Does my apprentice know where he/she is on the journey & have I shared this information with their mentor? |  |
| Have I ensured that there is sufficient support from myself and the tutor to motivate and if necessary stretch my apprentice/s if required? |  |
| * Is my apprentice progressing at the appropriate rate across all aspects of their qualification? |  |
| * Have I needed to respond to any issues around slow progress? |  |
| * How is the company learning plan complementing the work needed to progress the apprentice through the qualifications & meet any company training needs?? |  |
| **Impact monitoring** | **Notes** |
| What new skills has the tutor been developing recently? |  |
| Has the apprentice used any new skills in the workplace? |  |
| Has the apprentice used any new knowledge or understanding in the workplace?? |  |

* **Complete quarterly or when required**