**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 (worked example)** |

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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: Nicky Perry | Apprentice name: David Sherlock |
| Course Title/Level: L2 Textile Manufacturing | Today’s date: 07/01/2017  Date of next tutor/assessor visit: 09/02/2017 |
| **Preparation for tutor/assessor visits** | **Notes** |
| Is/was my apprentice well prepared for the tutors visit? | Yes – I met the apprentice to check that they have done all the work they need prior to the visit and I asked them to prepare a few additional job related questions for the tutor linked to the completed work. |
| Have I provided sufficient support between tutor visits? | I contact the tutor to up-date them before the visit and request the aims and objectives for the session a week before the visit. |
| Does the tutor communicate with you and the apprentice to help you understand what is going to happen at the next visit? | Yes - Mike is very good in this area and this makes each visit very challenging and this helps David to keep on target and focused. |
| **Apprentice progress monitoring** | **Notes** |
| Does my apprentice know where he/she is on the journey & have I shared this information with their mentor? | Yes, Mike communicates this info to me via email before every visit for all parts of the qualification and I ask David a few questions about his progress – this has helped him to be more aware of where he is and what he still needs to do. |
| Have I ensured that there is sufficient support from myself and the tutor to motivate and if necessary stretch my apprentice/s if required? | Yes, I have two specific weekly time slots where I meet with David and I asked Mike for additional work that may help to motivate him like some extra FS job related tasks to improve his use of number. |
| * Is my apprentice progressing at the appropriate rate across all aspects of their qualification? | At this early stage, Mike is happy that all the milestones are on target and the progress records back this up. |
| * Have I needed to respond to any issues around slow progress? | There has only been one slight problem with FS L2 maths and I worked with Mike and set David additional tasks. |
| * How is the company learning plan complementing the work needed to progress the apprentice through the qualifications & meet any company training needs?? | The company learning plan aligns well to the qualification but I need to agree and add some of our own training needs into the next quarterly plan. |
| **Impact monitoring** | **Notes** |
| What new skills has the tutor been developing recently? | Yes, end matching skills on the dibbler. |
| Has the apprentice used any new skills in the workplace? | Yes, end matching and tying off. |
| Has the apprentice used any new knowledge or understanding in the workplace?? | David is working well through the definitions and glossary of terms booklet he really enjoys quizzing me about some obscure terms. His confidence is growing. |
| Does the tutor or myself need to work more closely to develop new skills – knowledge and understanding??? | Yes I need to work more closely with them both – particularly on the planning for assessments. |

* **Complete quarterly or when required**