

Progress Review

Review number

(This may be completed at any time considered necessary, but as a minimum, review must be carried out every 84 days).

Learner name:	Reviewer name:	Framework title:	Level:
Learner start date:	Learner end date:	GLH:	Learner ULN:

Progress summary. *If you answered no for either or both of these questions please reflect how you can overcome these issues in your targets below:*

Has learner met SMART targets from last review? Yes No Is the learner on target? Yes No

Review of progress:	Reviewer feedback:	Targets: please include a date for each target.
<p>Knowledge and competence</p> <p><i>(If this is delivered through two different qualification's please ensure targets reflect this).</i></p> <p>Start Date: <input type="text"/></p>	<p>Please record details of how learner has met SMART targets since last review and progress made:</p>	
	<p>What do you feel you have learned since your last review?</p>	

(For Apprenticeships Only)

Review of progress:	Reviewer feedback:	Targets and Dates
<p>Functional Skills</p> <p>E: L1 <input type="checkbox"/> L2 <input type="checkbox"/> Ex <input type="checkbox"/></p> <p>Start Date: <input type="text"/></p> <p>M: L1 <input type="checkbox"/> L2 <input type="checkbox"/> Ex <input type="checkbox"/></p> <p>Start Date: <input type="text"/></p> <p>ICT: L1 <input type="checkbox"/> L2 <input type="checkbox"/> Ex <input type="checkbox"/></p> <p>Start Date: <input type="text"/></p>	<p>Regardless of exemption, record what the learner has achieved since the last review and how have they used these competencies?</p> <p>What do you feel you have learned since your last review and how have you used these skills?</p>	
<p>Employment Rights and Responsibilities</p> <p>Start Date: <input type="text"/></p>	<p>Please give an example of how you use your knowledge of ERR in the workplace:</p>	
<p>Personal, Learning and Thinking Skills (PLTS)</p> <p>Start Date: <input type="text"/></p>	<p>Provide an example of how you have applied PLTS since the last review:</p>	

Please provide details of any additional support that has been provided and the impact this has had on learning.

Provide an example of an activity or task you have carried out at work that has had an impact on Health & Safety, Safeguarding or Equality and Diversity?
What have you learned from this?

Are there any concerns with:

Health and Safety, Equality and Diversity or Safeguarding (if yes refer to the appropriate policy/procedure) Yes No

If Yes, please specify your concern:

If you have answered yes please report to college representative and record any actions in the ILA HSS and E&D Action plan.

Learner signature:

Reviewer signature:

Date:

Next planned
review date: