

APPRENTICE PROGRESS REVIEW AND HEALTH & SAFETY MONITORING Rev.9. Effective Dec

Fair Processing Notice

The information you provide to us will be used for mapping and monitoring the apprenticeship and for purposes connected with our role as an Industry Training Board, in accordance with the Industrial Training Act 1982. Your data will be held securely and treated confidentially and will not be disclosed to external parties other than as required for the purposes described above, which may include sharing with employers, colleges or funding bodies.



☒ Confirm (Please tick)

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Review Type

☐ Site ☒ College

Learner Type

☐ CITB contract learner ☐ Specialist Funding learner ☒ Sub-Contract learner ☐ SAP Trainee

Previous Risk Rating

☐ Red ☒ Amber ☐ Green

New Risk Rating

☐ Red ☒ Amber ☐ Green

Reason For Current Risk Rating

I have rag rated Harry at Amber today purely because he has missed so much time at work and college and he still on part time Fulough.

APPRENTICE PERSONAL DETAILS

Review Date:

2020-10-26

Phoenix Number

1885337

Surname

Wildman

Forename(s)

Harry

Site Location

Telephone Review

Trade

Architectural Joinery

Year of Apprenticeship

1st

College

Hinckley and Warwickshire

Employer

J M S Specialist Joinery

Has there been a change in circumstances since last review?

☐ Yes ☒ No

(The contents of this box will be sent to Customer Ops Admin Team to make necessary changes)

ATTITUDE TO WORK AND LEARNING

Employer/College Lecturer Evaluation

Shows good motivation

Apprentice self evaluation

I show good motivation

Supporting Comments

Harry is a good apprentice but it is tough at the moment for everyone as the company has not got much work. Harry is working 2 days, at college for one day and then furloughed on a Thursday and Friday.

ATTENDANCE/TIME KEEPING

Employer/College Lecturer Evaluation

Attendance

Perfect Attendance

Timekeeping

Excellent timekeeping, always on time

Apprentice Self Evaluation

Attendance

Perfect Attendance

Timekeeping

Excellent timekeeping, always on time

Discussion Points

Supporting Comments

No issues with Harrys timekeeping or attendance.

**PROGRESS, DEVELOPMENT AND APPLICATIONS OF PRACTICAL SKILLS AND
WORKPLACE ACTIVITIES**

Employer/College Lecturer Evaluation

Has a satisfactory level of practical skills ability

Apprentice Self Evaluation

I have a satisfactory level of practical skills ability

Employer/College Feedback

What clear areas of improvement can you see?

It is hard for Harry at the moment as he is only working 2 days a week and there is not alot of work for him to practice his skills on. I do believe that he will make it as a joiner though.

What specific areas do you think your apprentice needs to develop further?

Harry tells me that his weakest point at the moment is plans and drawings and that he needs to practice this. I have set this as an action and a milestone.

Discussion Points

Supporting Comments

Harry was Furloughed for months, he is now back at work but he is still only part time. He is working Monday and Tuesday, at college on Wednesday and furloughed on Thursday and Friday.

Employer/College Lecturer Actions

Employer is aware that Harry is struggling due to lack of work. They have not got much work on at the moment due to COVID-19 but as soon as they have they will make sure that Harry gets better opportunities.

PROGRESS, DEVELOPMENT AND APPLICATION OF JOB KNOWLEDGE

Employer/College lecturer evaluation

Shows a satisfactory level of Job knowledge and understanding

Apprentice Self Evaluation

I have a satisfactory level of Job knowledge and understanding

Discussion Points

Supporting Comments

Harry is now back at college and feels that he is starting to get some work done. He was not set any work at all during his furlough period and lockdown so he did some research of his own which I detailed on his home learning record.

Employer/College Lecturer Actions

Employer is aware that Harry is struggling due to lack of work. They have not got much work on at the moment due to COVID-19 but as soon as they have they will make sure that Harry gets better opportunities.

ESSENTIAL / FUNCTIONAL SKILLS PROGRESS & DEVELOPMENT

Employer/College Lecturer Evaluation

Maths

Good skills and uses them with confidence

English/Communication

Good skills and uses them with confidence

Apprentice Self Evaluation

Maths

I have good skills and use them with confidence

English/Communication

I have good skills and use them with confidence

Discussion Points

Supporting Comments

Harry tells me that he is confident at communicating with others at work. He likes to work as part of a team but he is also capable of working independently.

Employer/College Lecturer Actions

Employer is aware that Harry is struggling due to lack of work. They have not got much work on at the moment due to COVID-19 but as soon as they have they will make sure that Harry gets better opportunities.

PROGRESS AND DEVELOPMENT OF GENERIC BEHAVIOURS

How is the apprentice progressing with the development of the generic behaviours listed in their ILDP/ILP?

Teamwork - Harry enjoys working as part of a team.

Independent Working - Harry is capable of working on his own but his preference is to work as part of a team.

FUNCTIONAL SKILLS EXEMPTIONS

English

Exemptions

☐ No ☐ L1 ☒ L2

Working Towards

☒ N/A ☐ L1 ☐ L2

Achieved

☒ N/A ☐ L1 ☐ L2

Maths

Exemptions

☐ No ☐ L1 ☒ L2

Working Towards

☒ N/A ☐ L1 ☐ L2

Achieved

☒ N/A ☐ L1 ☐ L2

ICT

Exemptions

☒ No ☐ L1 ☐ L2

Working Towards

☒ N/A ☐ L1 ☐ L2

Achieved

☒ N/A ☐ L1 ☐ L2

PROGRESS & IDENTIFICATION OF ADDITIONAL SUPPORT NEEDS

Have any Additional Support Needs been identified?

☐ Yes ☒ No

If no, discuss with the learner if they have any potential new support needs whether in the workplace or at college, and record outcomes of discussions and any actions below

Discussion Points

Comments

Harry does not need any additional support. He feels he is coping ok with his college work

Employer/College Lecturer Actions

No action because no learning support is required.

ENRICHMENT ACTIVITIES

Discussion Points

Comments

Harry is having regular tool box talks at work.

FAIRNESS, INCLUSION AND RESPECT

Equality and Diversity - Choose a topic

Race

Comments

Harry and i have discussed racism and he knows that it never acceptable to be racist or to stand by and let someone else be racist. He would report this if he ever witnessed racist behaviour.

SAFEGUARDING AND WELLBEING DEVELOPMENT

Safeguarding and Wellbeing – Chose a topic

What is Bullying

Comments

There is a fine line between bullying and banter. What starts out as banter can become bullying if it goes too far. It is important to make sure that you stop what you feel it banter if the other person starts to become upset by it.

Is there anything that makes you feel uncomfortable or unsafe either at college or in the workplace?

☐ Yes ☒ No

Is the Apprentice receiving the correct rate of pay?

☒ Yes ☐ No

Does the Apprentice receive a regular wage slip?

☒ Yes ☐ No

Does the Apprentice receive regular travel expenses?

☒ Yes ☐ No

Comments

Harry is feeling a little worried about the fact that he is still only working part time and has asked me what happens if he is made redundant, i explained that if that happens he should ring me and we will discuss how CITB can help him to find a new placement.

APPRENTICE ACCIDENT REPORTING

Has the learner had any accidents, reportable diseases or been involved in a dangerous occurrence or near miss, in the workplace or at college since their last review?

☐ Yes ☒ No

ACTION PLANER

Are there any actions outstanding from Previous Action Plan?

☐ Yes
 ☒ No
 ☐ Partly

Task / Unit / Issue / Goal

OTJT record

Action / Evidence

Please send me all the training records that you have and the off the job training record that you have been keeping.

When

2020-10-26

Reading plans and drawings

Please make sure that you practice reading plans as you feel that this is an area of the job that you are not confident in.

2020-11-27

Apprenticeship officer action points / comments.

Harry does nit need my help at the moment. He knows that he can ring me if he needs me.

Employer/College Lecturer Summary

Skills

Employer is aware that Harry is struggling due to lack of work. They have not got much work on at the moment due to COVID-19 but as soon as they have they will make sure that Harry gets better opportunities.

Knowledge

Employer is aware that Harry is struggling due to lack of work. They have not got much work on at the moment due to COVID-19 but as soon as they have they will make sure that Harry gets better opportunities.

Functional Skills

Employer is aware that Harry is struggling due to lack of work. They have not got much work on at the moment due to COVID-19 but as soon as they have they will make sure that Harry gets better opportunities.

New Risk Rating:

☐ Red
 ☒ Amber
 ☐ Green

Please give reason for ALL new Risk Ratings applied as a result of this review:

I have rag rated Harry at Amber today purely because he has missed so much time at work and college and he still on part time Fulough.

HAS YOUR APPRENTICESHIP OFFICER INFORMED YOU THAT YOUR QUALIFICATION HAS BEEN PART FUNDED BY THE EUROPEAN UNION (EU) THROUGH THE EUROPEAN SOCIAL FUND (ESF)?

☒ Yes
 ☐ No
EMAIL ADDRESSES AND SIGNATURES

This record of progress accurately reflects the information obtained during the review and all those signing have had the opportunity to discuss their level of satisfaction with the learning arrangements in place and the level of co-operation and support provided by the other parties. All those signing agree and are committed to the achievement of the Action Planner produced as a result of the apprentice progress review. On completion of the review an electronic copy will be sent using the email address provided.

CURRENT EMAIL ADDRESSES


Email Address

Hazzablanka@outlook.com

Confirm email address

Hazzablanka@outlook.com

Apprentice Signature


26 Oct 2020 12:29:24 +00:00

Print Name

Harry Wildman

Date

2020-10-26

Employer Email Address

John@jmsjoineryltd.co.uk

College Email Address

Theo.riaye@citb.co.uk

Supervisor/Lecturer Signature


26 Oct 2020 12:29:43 +00:00

Print Name

Steve Wright

Date

2020-10-26

Representative Signature


26 Oct 2020 12:29:54 +00:00

Print Name

Sam Elford

Date

2020-10-26

Additional Apprenticeship officer email (if applicable)

Submission details

| | |
|---------------------|---|
| Assigned User | Sam Elford |
| Assigned Email | sam.elford@citb.co.uk |
| Started Date | Monday, Oct 26 2020 11:06:12 +00:00 |
| Submitted Date | Monday, Oct 26 2020 12:33:40 +00:00 |
| Reference | Phoenix ID: 1885337 Apprentice Name: Harry Wildman Review Type: College |
| Position (lat, lon) | 52.40042, -2.25327 |