

HEALTH SAFETY AND WELLBEING

INTERIM PROGRESS REVIEW

MAY 2024

Introduction

Related courses

Improving Apprenticeships using Progress Reviews.

What is this resource for

This document is designed for you to use with either:

- Learners new to 'the world of work'
- Learners that you feel to be 'at risk' of not completing the programme
- Learners who have a learning difficulty/EHCP etc

However, this document can be used and edited to suit all who are studying an apprenticeship due to the core topics that it covers.

How to use this form

It is designed to be tutor-led in terms of introducing the topics, however by asking open questions you will allow the learner to express their thoughts as part of a tripartite discussion. The space in the third column is your opportunity to paraphrase or quote the learners' responses.

Suggestions of how to complete The RAG rating column:

- Red: Learner feels unconfident and has no examples to support
- Amber: Learner has examples but lacks confidence, or has confidence but no examples
- Green: The learner is clearly confident and gives excellent examples

Use the prompts in the left column as starter questions with the apprentice and the employer present.

The top row in each table has been completed to show an example.

What are your key reflections from the Health, Safety and Well-being topics covered?

Resilience

Nutrition

Date: 06/03/25

Attendees:

Claire Ruscoff (apprentice)

Elia Little (Employer)

Lexie Smith (provider)

How do you feel while at work?

	RAG score (Red, Amber, Green or status)	Comments Please comment on any achievements or issues highlighted because of discussions around soft skills/behaviours. The RAG score should be agreed upon by the learner, Mentor and Progress Reviewer.
How confident are you feeling in your role?	RED	'I feel that I understand the modules from my provider and have made good progress, but I am struggling with some of the day-to-day tasks at work'. 'I need some extra support understanding how to process data as part of my Friday morning task'.
Communication skills – what contextualised examples can you give		
Teamwork – share examples of how you achieve this		
Problem-solving skills – How have you overcome challenges at work?		
Initiative – How in your role can you demonstrate Initiative?		
Commercial awareness – How well do you understand the breadth of your business?		

Do you feel safe and supported at work?

	RAG score (Red, Amber, Green or status)	Comments Please comment on any achievements or issues highlighted because of discussions around soft skills/behaviours. The RAG score should be agreed upon by the learner, Mentor and Progress Reviewer.
How confident are you feeling in your role?	RED	'I feel that I understand the modules from my provider and have made good progress, but I am struggling with some of the day-to-day tasks at work'. 'I need some extra support understanding how to process data as part of my Friday morning task'.
Communication skills – what contextualised examples can you give		
Teamwork – share examples of how you achieve this		
Problem-solving skills – How have you overcome challenges at work?		
Initiative – How in your role can you demonstrate Initiative?		
Commercial awareness – How well do you understand the breadth of your business?		

Action plan and target date

Action	Whom:	Target date
1. Provider, learner and the employer have agreed to an amendment to the training plan to allow 12 additional hours of supported data input. This includes 4 hours of shadowing and 8 hours carried out with the mentor in a 1-2-1 style	Apprentice and the mentor	02/05/25 – (3 weeks)

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APPRENTICESHIP WORKFORCE DEVELOPMENT IS DELIVERED BY:



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