



INDIVIDUAL LEARNER PROGRESS REVIEW (ILPR)

Apprenticeship Standard:					
Employing Organisation and Specific Work Base:					
University of Worcester Academic Representative:					
Employer Representative: (Please tick your role)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Line Manager		Practice Assessor		Practice Facilitator/ Educator
Apprentice Name:					
Start Date:			Planned End Date:		

INDIVIDUAL LEARNER PROGRESS REVIEW					
Date of last review:		Date of review:		Planned date of next review:	
Is the Apprentice on target to achieve by planned end date?	YES/NO	If NO, what is the revised end date?			



Part 1 –Apprentice comments – to be completed prior to meeting by apprentice.

When and what were the latest skills or proficiencies you have learnt while undertaking your programme/ qualification?
*Apprentice to review progress against their Initial Needs Assessment and Individual Learner Plan and their last ILPR and identify their **new** learning against specific KSB's.*

Knowledge	
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Skills	
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Behaviours	
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How do you feel you are developing/ progressing overall?	
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Part 2 – Employer Representative (Line Manager, Practice Assessor or Facilitator) comments

*Employer Representative to comment about new knowledge, skills and behaviours the apprentice has gained or developed, since their last review.
Observations regarding Apprentices behaviours, attitudes and attendance?
Prompt: use e-PAD documentation to support this section*

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Part 3 – University of Worcester – University Representative comments

University Representative to review and comment on the apprentice's progress since their last ILPR.

Discuss personal and career development.

Celebrate successes and achievements.

Identify improvements/changes that could be made – consider how learning could be further stretched and challenged.

How has alternative placement impacted wider learning /personal development?

Empty box for University Representative comments.

Part 4: Supernumerary practice learning hours and placements

Is the apprentice on track with required supernumerary practice learning hours (as per course planner)?

Please tick yes or no

Empty box for response to the question above.

YES

NO

Please ensure your POW timesheets are up to date and signed by appropriate employer representative/practice assessor.

University representative to escalate with Practice Facilitator/Educator team as required and update progress tracker.



Details of current placement (name of setting, organisation and type of provision)

*What activities has the Apprentice completed during their supernumerary practice learning hours?
Please comment below.*

*If not on track with supernumerary hours (as per course planner) please provide information below and
action plan to support achievement of required hours.*

***If this section requires completion, please ensure this is captured as a target in section 7 below. Please
inform course leader of any apprentice that has not achieved supernumerary practice learning hours***

Review and discuss Simulated Practice Learning Weeks here.

Identify skills and knowledge acquired here that can be transferred to your current placement

**Is your mandatory training (BLS and Manual Handling) in date? Completed Face to face?
(Please tick - Y/N)**

Yes

No

NB: this may impact alternative placement. If it is due to expire, please ensure you plan to update this as soon as possible.

If NO – please inform apprenticeship leads within the trust.



Part 5 – Off the Job hours for Theory	
<p>Which modules are you currently completing?</p> <p><i>Delete any modules that aren't applicable</i></p>	
<p>How are you spending your Independent Study time for these modules? What have you achieved so far? How are you linking this learning to your practice?</p>	
<p>What feedback have you received from these modules?</p> <p>Have you accessed any further support for your academic work?</p>	

Part 6 – English and Maths	
<p><i>Please comment on what progress has been made since the last ILPR regarding development of literacy and numeracy skills. What have you learnt in this last quarter that you have put into practice?</i></p> <p><i>How has your knowledge improved since starting your programme?</i></p>	
<p>Literacy skills – how are you stretching and challenging these skills in theory and practice? Provide examples.</p>	
<p>Maths skills – how are you stretching and challenging these skills in theory and practice? Provide examples. <i>I.e. safe medicate.</i></p>	
<p>Part 1 - ILPR1 ONLY — discuss baseline English and Maths assessment.</p> <p>Did this indicate any further support needs in relation to English and maths?</p> <p><i>Yes or No: If Yes, provide additional information</i></p>	



Part 7 – Goals

Apprentice, Employer Representative and Academic to agree specific goals to be achieved – to be in relation to theory and practice.

Provide goals which stretch and challenge your learning and development

If issues have occurred or targets have not been met, please discuss what will be/ has been put in place in order to rectify these barriers

Specific Goal <i>(set in relation to KSB's listed within INA/ILP)</i>	Options: how is this going to be achieved?	How will you evidence this has been achieved?	By when

Have your goals set in last ILPR been achieved?

Yes – where is the evidence?

No – what plans are in place to achieve these set goals?

Examples of evidence: e-PAD proficiencies signed off, personal learning log



Part 8 – Awareness and Understanding of Key Topics –to be complete by the apprentice prior to meeting

*Apprentice to show evidence of understanding of each topic and provide an example of this within practice/ university/ recent events in the wider community.
How does this training inform your practice?*

Equality and Diversity

Health and Safety

Data Protection

Safeguarding/Prevent
le: from a wider community perspective (university/ workplace/community) and its impact.

British Values/How does this relate in practice?
Understanding of fundamental British values

Part 9 – Additional Apprentice Support / Welfare

*Has the Apprentice identified any support needs in relation to health and wellbeing?
Has the Apprentice declared concerns over safety in the workplace?*

Is the Apprentice aware of how to access support at the university and the workplace and the process involved?

Do you feel safe in the workplace?

If no – does this trigger cause for concern process.

Please see raising concerns algorithm



Part 10 – Employer Representative (Line Manager/Practice Supervisor/Practice Assessor)

Do you as an employer representative require any further support to help you in your role whilst supporting the Apprentice?

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Part 11 – Identified actions to be noted below and escalate through due process.

i.e., cause for concern or change in personal circumstances i.e., address or change of cohort.

Action	By whom?

**Date of next review:
(To be booked during this meeting)**

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Signatures

Apprentice Name:		Signature:		Date:	
University Representative Name:		Signature:		Date:	
Employer Representative Name:		Signature:		Date:	