



# Apprenticeship Progress Review Policy

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Consulted with	WEC Group Apprenticeship Coordinator
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Next review	08/11/2024

### **Policy Purpose**

At the WEC Group we are committed to ensuring that all our employees including our apprentices receive the guidance and support they need to excel in their training and personal development.

Regular progress reviews are an essential component of this commitment, as they provide an opportunity to assess an apprentice's performance, identify areas for improvement, and celebrate their achievements. This policy outlines our approach to conducting progress reviews for our apprentices.

### **Policy Scope**

This policy applies to all apprentices enrolled in the WEC Group Apprenticeship Engineering Academy.

### **Our Values**

The WEC Group values are:

- 1) **INTEGRITY**- We will operate ethically, reliably and honestly.
- 2) **EXCELLENCE**- We will exceed expectations and strive to be the best we can.
- 3) **POSITIVITY**- We will bring energy and enthusiasm to both our work and learning whilst being supportive of others, our processes, our customers and the Company.
- 4) **TEAMWORK**- We will work together to be more efficient and productive, resulting in increased innovation, higher morale and improved retention.
- 5) **SAFETY**- We will promote a safety culture within the workplace which is fundamental to our operational excellence.

We align our values to the British Values, which are:

- 1) **Democracy**- giving everyone a voice of opinion
- 2) **Individual liberty**- Freedom of speech
- 3) **The Rule of Law**- No one is above the law, innocent until proven guilty
- 4) **Respect and Tolerance**- respect for people of all backgrounds, cultures, ages, genders, faiths, sexualities and beliefs

### **Policy Guidelines**

#### **1) Frequency of Progress Reviews:**

- Progress reviews will be conducted at regular intervals throughout an apprentice's training.
- At a minimum, progress reviews will be conducted every 10 weeks, but they may occur more frequently if necessary.

#### **2) Participants:**

- Progress reviews will involve the apprentice, their designated trainer, and any relevant managers or supervisors.

#### **3) Content of Progress Reviews:**

- Progress reviews will include a discussion of the apprentice's performance, achievements, areas for improvement and also safeguarding.
  - Trainers and managers will provide constructive feedback on the apprentice's work, attitude, and progress toward meeting their apprenticeship program's requirements.
  - Apprentices will have the opportunity to express their concerns, ask questions, and seek guidance during progress reviews.
  - Apprentices will engage in conversation about current topics that are happening in the world or local news.
  - The use of maths and English will be spoken about to insure the imbedding and continual use of both maths and English.
- 4) Setting Objectives:**
- Each progress review will set specific, measurable, achievable, relevant, and time-bound (SMART) objectives for the apprentice.
  - Objectives will be aligned with the apprentice's apprenticeship program and career goals.
- 5) Documentation:**
- All progress reviews will be documented, with records maintained in the apprentice's individual training file on our Learner Management System, Aptem.
  - Progress review documents may include written feedback, action plans, and performance assessments.
- 6) Celebrating Achievements:**
- Progress reviews should include recognition and celebration of the apprentice's accomplishments, milestones, and improvements.
  - Acknowledgment of hard work and dedication is essential to motivate and encourage apprentices.
  - The progress reviews will be reviewed and considered when choosing our Apprentice of the Year award.
- 7) Follow-up:**
- Following each progress review, there will be a follow-up process to ensure that the agreed-upon objectives are met and that the apprentice receives the support and resources they need.
- 8) Confidentiality:**
- All information discussed during progress reviews will be treated with the utmost confidentiality, in compliance with data protection regulations.

### **Key Objectives**

The key objectives are:

- To provide a structured framework for assessing the progress of apprentices throughout their training.
- To facilitate two-way communication between our apprentices, our trainers, and our managers.
- To identify strengths, weaknesses, and opportunities for improvement in an apprentice's training and development.
- To set clear objectives and goals for apprentices, ensuring they are on track to meet the requirements of the level3 plate welder apprenticeship.

- To recognise and celebrate apprentices' achievements and milestones.

**Roles and Responsibilities**

**Trainers and managers**

The WEC Engineering Academy Trainers and WEC Group Managers are responsible for conducting progress reviews, providing feedback, and setting objectives.

**Apprentices**

WEC Group Engineering Academy Apprentices are responsible for actively participating in progress reviews, seeking clarification when needed, and taking action to meet agreed-upon objectives.

**Review and Revision**

This Progress Review Policy will be reviewed and updated annually to ensure it remains effective and aligned with the goals of the WEC Group Engineering Academy.

**NEXT REVIEW DATE: 08/11/2024**

SIGNED:  DATE: 14.11.23

**Steve Hartley, Managing Director**

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