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COMPUTING APPRENTICESHIP REVIEW FORM  
  
The Purpose of this document is to review progress overall against individual learner plans and support the resolutions of any concerns or barriers to learning  
  
Apprentice to fill in **section 1. Apprentice – Reflection on current progress** following the meeting and Manager to complete **section** **2 Employer Comments** prior to the meeting**.** And the apprentice should upload the form to the course SOL and following meeting the Reviewer completes **section 3. Solent Reviewer – Update & Summary** and upload to course SOL. Once you have completed you section. **Please can you sign by uploading an image of your signature.**

**Review meeting will take place online using MS Teams and will last no longer than 30 mins.**

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| --- | --- | --- | --- |
| **Apprentice** | Click or tap here to enter text. | **Course** |  |
| **Employer** | Click or tap here to enter text. | **Pathway** |  |
| **Manager** | Click or tap here to enter text. | **Level** |  |
| **Reviewer** | Click or tap here to enter text. | **Review Date** | Click or tap to enter a date. |

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| **Learning Plan** | **On track** | **Concerns** | **At risk / Intervention** | **No judgement** |
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| **Unit Progression** – Reviewer upload screen-capture current transcript (grades) from Quercus\* |
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\*There may not always results available at the time of the review

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| **1. Apprentice – Reflection on current progress (Academic and Practice)** | |
| **a) What has been going well?** | Click or tap here to enter text. |
| **b) What has been challenging?** | Click or tap here to enter text. |
| **c) Suggested course of actions to improve learning** | Click or tap here to enter text. |
| **Sign** |  |

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| **Off the Job Tracker (OTJT) on SOL** **Done and logs up to date** |  |  |  |

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| **Apprentice Current  Satisfaction Scale:** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **1 = Extremely Dissatisfied** | | | | | **10 = Extremely Satisfied** | | | | |

# I am aware of polices and guidance on [British Values, Prevent & Safeguarding](https://learn.solent.ac.uk/course/view.php?id=42080&section=13) \*

\* Link not working for British Values. Try [HNC Network](https://learn.solent.ac.uk/course/view.php?id=42263) or HNC Data Analyst

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| **2) Employer Comments** | |
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| Sign |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Employer Current  Satisfaction Scale:** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 |
|  |  |  |  |  |  |  |  |  |  |  |
|  | **1 = Extremely Dissatisfied** | | | | | **10 = Extremely Satisfied** | | | | |

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| **3) Solent Reviewer – Update & Summary** | |
| a) Further learning needs identified | Click or tap here to enter text. |
| b) Summary | Click or tap here to enter text. |
| Sign |  |