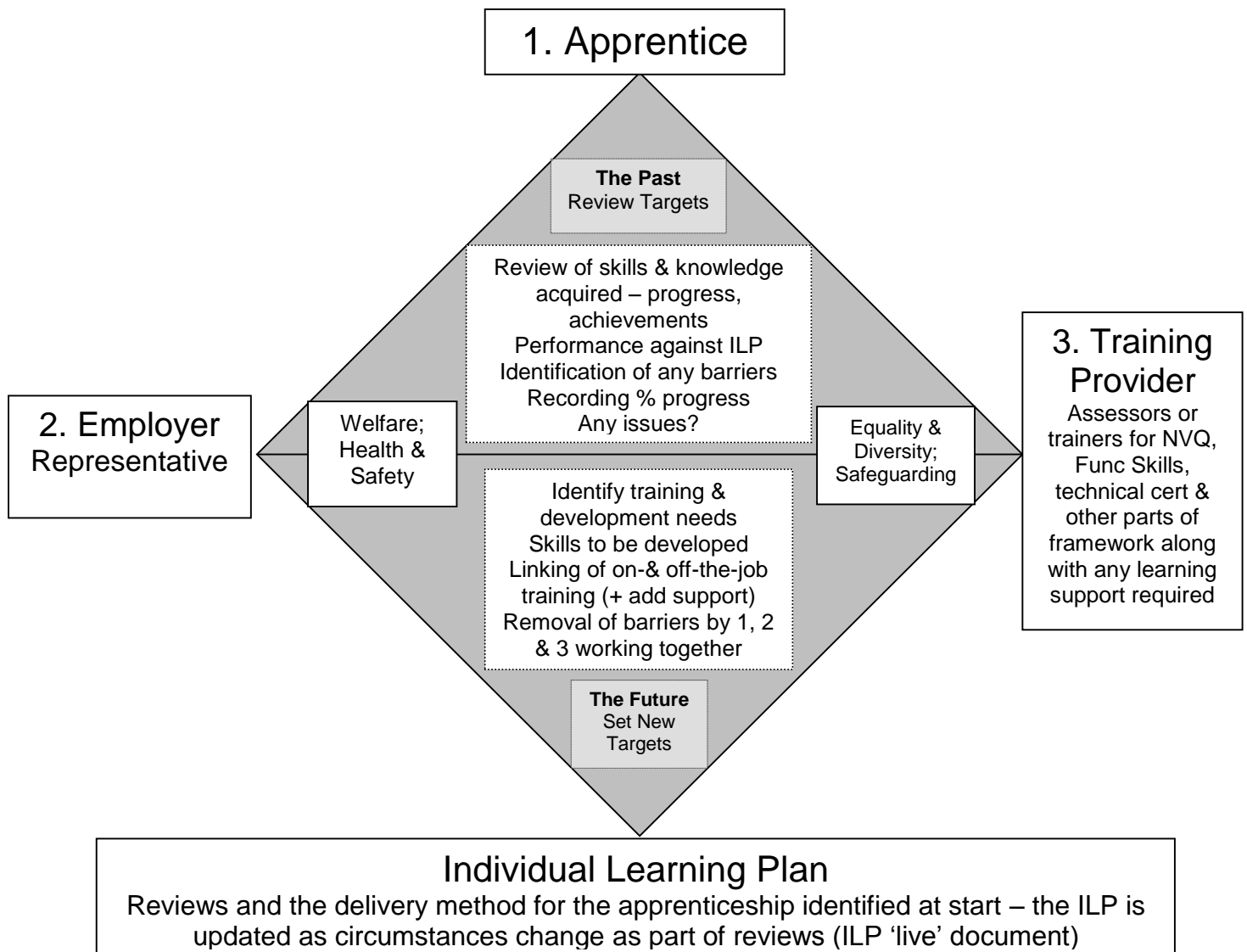


# The progress review diamond

The 'tripartite' nature of reviews is shown in the diagram below and shows the need to involve the apprentice, employer and the assessor if reviews are to make the best possible impact on apprentice progress



## Quality improvement of reviews

1. There should be clear shared criteria for conducting reviews covering the expected parts in them of assessors, the apprentice and their employer – the ground rules being established at induction and in the apprentice handbook
2. Ensure that apprentices can clearly distinguish between assessments, coaching, training, feedback on their work and the purpose & impact of action planning sessions and formal reviews (they are often not made clear by assessors and crossover each other, lessening the impact of target setting and reviews)
3. Review and evaluation of review records – quality monitoring and not auditing (check reviews are completed to required standard with appropriate targets being set rather than a box ticking exercise) - records are readily available electronically through e-portfolios for quality and best practice purposes
4. There should be monthly monitoring of apprentice progress and assessor performance to ensure that the review process is driving progress and assessment
5. Monitoring of the engagement of employers by different assessors in reviews will help to identify best practice as well as helping to correct and improve any issues of employers not playing their part
6. Observation of reviews to gauge their quality against the shared criteria and to identify best practice is key to improving them (include brief interviews with apprentices and employers about how they are conducted)