



APPRENTICE GUIDE TO PROGRESS REVIEWS





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Kent Business College

1. Introduction

Welcome to your apprenticeship with Kent Business College

An apprenticeship is more than a qualification, it is:

- A job
- Structured training
- Professional development
- Preparation for End-Point Assessment (EPA)

A key part of your apprenticeship journey is the **Progress Review**.

This guide explains:

- What a Progress Review is
- Why it matters
- What will be discussed
- What is expected from you
- How it supports your success

2. What Is a Progress Review?

A Progress Review is a formal meeting that takes place approximately every 10 weeks. It involves:

- You (the apprentice)
- Your employer or line manager
- Your Kent Business College coach

It is a structured conversation about:

- Your development
- Your performance at work
- Your learning progress
- Your preparation for End-Point Assessment

Progress Reviews are required under government apprenticeship regulations and are a mandatory part of your programme.

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3. Why Are Progress Reviews Important?

Progress Reviews help you:

3.1 Stay on Track

They ensure you are:

- Completing your Off-the-Job training hours
- Developing the required Knowledge, Skills and Behaviours (KSBs)
- Making progress towards EPA

3.2 Understand Your Development

They give you:

- Clear feedback
- Recognition of achievements
- Identified areas for improvement
- Structured development targets

3.3 Avoid Problems Later

If you are falling behind, struggling with workload, or unsure about expectations, the Progress Review is the place to raise this early.

Early discussion prevents bigger issues later.

3.4 Prepare for End-Point Assessment

Your apprenticeship ends with an End-Point Assessment. Progress Reviews monitor your readiness so that you approach this stage confidently



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4. What Will Be Discussed?

Each review usually lasts 45–60 minutes and covers:

4.1 Your Employment

We will confirm:

- You are still employed
- Your job role still aligns with your apprenticeship standard
- Any changes to responsibilities

4.2 Off-the-Job (OTJ) Training

Off-the-Job training is structured learning that happens outside your normal job duties.

We will review:

- How many hours you have completed
- What learning activities you have undertaken
- How you applied your learning at work

You are required to complete your OTJ hours as part of your apprenticeship.

4.3 Review of Previous Targets

We will discuss:

- What targets were agreed last time
- Whether they were achieved
- What impact they had in your workplace

4.4 Knowledge, Skills and Behaviours (KSBs)

Every apprenticeship includes:

- Knowledge – what you understand
- Skills – what you can do
- Behaviours – how you conduct yourself professionally

We will explore how you are developing in all three areas.

4.5 Employer Feedback

Your line manager will share feedback about:

- Your performance
- Improvements observed
- Areas for development
- Workplace impact

This is an important opportunity to receive professional feedback.

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4.6 Safeguarding and Wellbeing

We will check:

- Your workload balance
- Any wellbeing concerns
- Any additional support needed

If you are struggling, this is a safe and appropriate space to raise concerns.

4.7 New Targets

Before the meeting ends, we will agree:

- Clear SMART targets
- Learning priorities
- Workplace application tasks
- Off-the-Job learning focus

These targets guide your next 10 weeks.

5. Your Responsibilities as an Apprentice

You are expected to:

- Attend all scheduled Progress Reviews
- Engage honestly and professionally
- Log Off-the-Job hours accurately
- Complete agreed assignments
- Apply learning in your workplace
- Inform your coach of any issues affecting your progress

Failure to attend reviews or engage may result in escalation procedures and could affect continuation on the programme.

6. How to Prepare for Your Progress Review

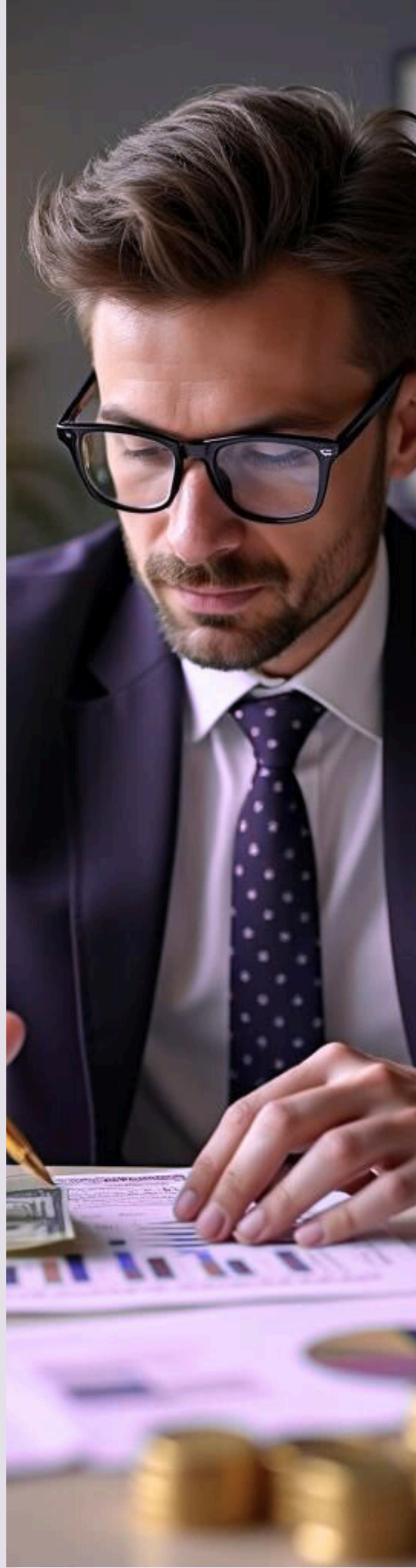
Before your meeting, consider:

- What have I learned since the last review?
- How have I applied this in my job?
- What am I proud of?
- What am I finding challenging?
- What support do I need?
- Am I on track with Off-the-Job hours?

Preparation helps you get maximum benefit from the discussion.

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9. Frequently Asked Questions

→ Is this just paperwork?

No. It is a professional development conversation designed to help you grow.

→ Will I get criticised?

The purpose is constructive feedback. You should expect honest but supportive discussion.

→ Can I raise concerns about work?

Yes. Progress Reviews are a safe space to raise concerns about workload, support, or development.

→ Does this affect my qualification?

Yes. Consistent engagement and progress are required to reach End-Point Assessment.

10. How Progress Reviews Support Your Career

When used properly, Progress Reviews help you:

- Build professional confidence
- Improve performance
- Strengthen communication skills
- Demonstrate leadership behaviours
- Achieve higher EPA grades
- Enhance career progression

11. Final Message

Your apprenticeship is a partnership. The Progress Review is your opportunity to:

- Reflect
- Improve
- Be challenged
- Be supported
- Stay on track

Take it seriously, prepare for it, and use it to your advantage.

Kent Business College is committed to supporting you throughout your journey.



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