



# **EMPLOYER GUIDE** **to Apprenticeship Progress** **Reviews**

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# 1. Introduction

Thank you for employing an apprentice with Kent Business College (KBC).

Apprenticeships are a **partnership** between:

- The employer
- The apprentice
- The training provider

A key part of this partnership is the **Progress Review**.

This guide explains:

- What a Progress Review is
- Why it is important
- What you can expect
- Your responsibilities as an employer
- How it benefits your organisation



## 2. What is a Progress Review?

A Progress Review is a structured meeting that takes place approximately every 10 weeks.

It involves:

- The apprentice
- The employer (usually the line manager)
- The KBC coach

The purpose is to formally review:

- The apprentice's development
- Workplace performance
- Off-the-Job training progress
- Progress towards End-Point Assessment

Progress Reviews are a **mandatory requirement** of apprenticeship funding regulations.





## 3. Why Are Progress Reviews Important?

### Progress Reviews protect:

#### 3.1 Your Organisation

They ensure:

- You are receiving value from the apprenticeship
- The apprentice is developing skills relevant to your business
- Training aligns with real workplace objectives
- Performance gaps are addressed early

#### 3.2 The Apprentice

They provide:

- Structured feedback
- Clear development goals
- Support and guidance
- A clear pathway to qualification

#### 3.3 Public Funding

Apprenticeships are publicly funded. The government requires **structured monitoring** to ensure **high-quality** delivery and **proper use** of funding.





## 4. What Happens During a Progress Review?

Each review typically lasts 45–60 minutes and covers:

### 4.1 Confirmation of Employment

- The apprentice remains employed
  - The role continues to align with the apprenticeship standard
  - Any changes to responsibilities are discussed
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### 4.2 Off-the-Job Training

Off-the-Job training refers to structured learning that takes place outside of normal job duties.

We will review:

- Hours completed
  - Types of learning undertaken
  - Application of learning to workplace tasks
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### 4.3 Review of Previous Targets

We will discuss:

- What was agreed at the last review
- What has been achieved
- Evidence of progress
- Impact on business performance

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## 4. What Happens During a Progress Review?

Each review typically lasts 45–60 minutes and covers:

### 4.4 Knowledge, Skills and Behaviours (KSBs)

Every apprenticeship standard includes:

- Knowledge (what the apprentice understands)
- Skills (what they can do)
- Behaviours (professional standards and conduct)

We review how these are developing in the workplace.

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### 4.5 Employer Feedback

Your contribution is essential. We will ask:

- Has performance improved?
- What strengths are emerging?
- Where does further development remain?
- Is the apprentice adding value?

Your feedback directly influences development planning.

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### 4.6 Safeguarding and Welfare

We will check:

- Workload balance
- Wellbeing
- Any support needed

This ensures apprentices are supported appropriately.

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### 4.7 Forward Planning

We will agree:

- SMART targets
- Workplace application activities
- Off-the-Job learning plans
- Preparation steps for End-Point Assessment

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## 5. Your Responsibilities as an Employer

**Under apprenticeship funding rules, employers must:**

- Attend Progress Reviews
- Provide honest performance feedback
- Allow time for Off-the-Job training
- Support application of learning
- Inform KBC of role changes
- Maintain open communication

Employer engagement is not optional. It is a core part of apprenticeship delivery.

## 6. What If You Cannot Attend?

Progress Reviews require employer participation.

**If you cannot attend:**

- Notify the coach in advance
- Nominate an appropriate representative
- Arrange a rescheduled date promptly

Persistent non-attendance may affect programme compliance.

## 7. What Are the Benefits to Your Business?

**When Progress Reviews are used effectively, they:**

- Improve employee performance
- Increase productivity
- Develop leadership capability
- Strengthen retention
- Provide structured workforce development
- Demonstrate commitment to staff investment

Many employers report that apprentices become high-performing contributors when structured reviews are used consistently.

## 8. Preparing for a Progress Review

**Before the meeting, you may wish to consider:**

- What improvements have you observed?
- What responsibilities could be expanded?
- What business challenges could the apprentice support?
- What behaviours need strengthening?

Your preparation enhances the quality of discussion.



## 9. Frequently Asked Questions

### Q.1 Is this just paperwork?

**No.** It is more of a **structured development conversation** that protects funding and **drives performance**.

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### Q.2 How long does it take?

Approximately **45–60 minutes** every **10 weeks**.

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### Q.3 Is employer attendance mandatory?

**Yes.** Apprenticeships are **employer-led programmes**. Your engagement is required.

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### Q.4 What if performance is not satisfactory?

The review allows **early identification** and **support planning** **before issues escalate**.

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## 10. Our Commitment

Kent Business College is committed to:

- Transparent communication
- Professional review processes
- Clear documentation
- Supporting both employer and apprentice success
- Meeting all regulatory requirements

## 11. Final Note

Apprenticeships succeed when there is **strong collaboration** between employer, apprentice and training provider.

Progress Reviews are NOT a formality. They are the **engine room of apprenticeship success**.

**We appreciate your partnership in delivering high-quality professional development.**





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If you have any questions regarding Progress Reviews, please contact:  
Employer Engagement Team