



# STUDENT PROGRESS REVIEW POLICY

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Policy Review



# Kent Business College

**Policy Owner:** Quality Improvement Lead

**Approved by:** Managing Director

**Review Frequency:** Annual

**Applies To:** All Apprentices, Employers, Coaches and Programme Staff

**Kent Business College (KBC) delivers apprenticeship programmes that combine structured training with real workplace experience. A key part of this delivery is the Student Progress Review.**

**A Progress Review is a structured, formal meeting involving:**

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

**This policy explains:**

- What a Progress Review is
- Why it is important
- What will be discussed
- The responsibilities of each party
- The Service Level Agreement (SLA)
- Escalation procedures where reviews are not attended

This document is written to ensure clarity for employers, apprentices and members of the public who may be unfamiliar with apprenticeship frameworks.

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## 2. What is an Apprenticeship?

An apprenticeship is a paid job combined with structured training.

It includes:

- On-the-job learning (workplace activity)
- Off-the-Job (OTJ) training (structured learning outside normal job duties)
- Development of Knowledge, Skills and Behaviours (KSBs)
- End-Point Assessment (EPA) to confirm competence

Apprenticeships are funded through public funds and are regulated by the Department for Education. Providers must demonstrate that learning is structured, monitored, and progressing appropriately.

Progress Reviews are a mandatory part of this monitoring process.

## 3. Purpose of the Student Progress Review

The Student Progress Review exists to ensure that:

- 01 The apprentice is making meaningful progress.
- 02 The employer is seeing value from the apprenticeship.
- 03 The training plan remains aligned to the job role.
- 04 Off-the-Job training requirements are met.
- 05 Any risks are identified early.
- 06 The apprentice is progressing towards End-Point Assessment

Progress Reviews protect:

- The apprentice's development
- The employer's investment
- Public funding accountability
- Quality standards required by regulators





## 4. Regulatory Alignment

**This policy aligns with requirements set by:**

- The Department for Education (Apprenticeship Funding Rules)
- The Education and Skills Funding Agency (Funding compliance monitoring)
- Ofsted (Education Inspection Framework)

**These bodies require that apprenticeships are:**

- Regularly reviewed
- Developmentally structured
- Employer engaged
- Properly documented
- Evidenced against clear standards

Failure to comply may result in funding clawback or regulatory action.

## 5. Importance and Justification

**Progress Reviews are important because they:**

### 5.1 Protect Learners

**They ensure apprentices:**

- Understand their development
- Receive appropriate support
- Are not falling behind
- Are supported in achieving their qualification

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### 5.2 Protect Employers

**They provide employers with:**

- Structured feedback on apprentice performance
- Visibility of return on investment
- Clear next steps
- Early identification of issues



### 5.3 Protect Public Funding

As apprenticeship funding is publicly financed, providers must demonstrate:

- Structured monitoring
- Genuine training
- Meaningful progress

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### 5.4 Support Inspection Standards

Ofsted assesses:

- Quality of Education
- Personal Development
- Leadership and Management

Progress Reviews provide evidence of structured teaching, monitoring and impact.

## 6. Frequency and Service Level Agreement (SLA)

Kent Business College operates the following standards:

Requirement	KBC Standard
Review Frequency	Every 10 weeks
Regulatory Maximum Interval	No more than 12 weeks
Duration	45-60 minutes
Format	Tripartite meeting (Apprentice, Employer, College)
Documentation Completion	Within 48 hours
Signatures Required	All three parties

Reviews may be conducted face-to-face or virtually.



## 7. Structure of the Progress Review

Each Progress Review includes:

### 7.1 Employment Confirmation

- Confirmation the apprentice remains employed
- Confirmation the role aligns to the apprenticeship standard
- Identification of any role changes

### 7.2 Off-the-Job Training Review

- Hours completed to date
- Evidence of structured learning
- Application of learning to workplace

### 7.3 Attendance and Engagement

- Live session attendance
- Submission of work
- Engagement with learning platform

### 7.4 Review of Previous Targets

- Were targets achieved?
- What evidence supports achievement?
- What was the workplace impact?

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

- What knowledge has been developed?
- What skills have been applied?
- What behaviours have been demonstrated?

### 7.6 Employer Feedback

The employer will provide:

- Performance observations
- Development commentary
- Areas for improvement
- On the job training

### 7.7 Safeguarding and Welfare

- Wellbeing check
- Workload review
- Additional support required

### 7.8 Forward Action Plan

Clear SMART targets will be agreed for the next review period.

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## 8. Responsibilities

### 8.1 Coach Responsibilities

The coach must:

- Prepare thoroughly
- Review progress data
- Facilitate professional discussion
- Challenge and support appropriately
- Document accurately
- Identify risks early
- Escalate concerns where necessary

### 8.2 Employer Responsibilities

The employer must:

- Attend Progress Reviews
- Provide honest performance feedback
- Support Off-the-Job training time
- Facilitate workplace application of learning
- Notify KBC of role changes

### 8.3 Apprentice Responsibilities

The apprentice must:

- Attend all scheduled reviews
- Engage honestly in reflection
- Complete agreed learning tasks
- Log Off-the-Job hours accurately
- Inform KBC of any changes affecting progress





## 9. Non-Attendance and Escalation Procedure

### 9.1 If the Apprentice Fails to Attend

- Stage 1 - Contact within 48 hours
- Stage 2 - Formal reminder and reschedule
- Stage 3 - Employer notified
- Stage 4 - Escalation to Programme Lead
- Stage 5 - Formal review of apprenticeship continuation

### 9.2 If the Employer Fails to Attend

- Stage 1 - Review rescheduled
- Stage 2 - Formal email to employer
- Stage 3 - Escalation to Employer Engagement Officer
- Stage 4 - Senior Leadership notification





## 10. Risk Management

**Risks identified during reviews may include:**

- Off-the-Job hours deficit
- Poor attendance
- Insufficient portfolio progress
- Employer disengagement
- Risk of EPA failure

Action plans must be agreed and documented immediately.

## 11. Documentation and Audit

**All reviews:**

- Must be recorded using the official KBC template
- Must be stored securely
- Must be retrievable for inspection
- Must demonstrate impact and progress

Reviews are subject to internal quality assurance sampling.

## 12. Data Protection and Confidentiality

**All information discussed in Progress Reviews:**

- Is confidential
- Is handled in line with GDPR requirements
- May be shared with regulatory bodies if required

## 13. Quality Assurance

**Kent Business College conducts:**

- Monthly review sampling
- Coach performance monitoring
- Continuous improvement feedback
- Compliance audits

Findings inform staff development and training.

## 14. Policy Review

This policy will be reviewed annually or sooner if regulatory requirements change.



# Conclusion

Student Progress Reviews are a structured and essential part of apprenticeship delivery.

They ensure:

- High-quality training
- Employer value
- Learner development
- Funding compliance
- Regulatory assurance

Kent Business College is committed to delivering Progress Reviews that are professional, structured, transparent and development-focused.





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