Education & Skills
Funding Agency

Annex F: progress indicators

OVERALL DESCRIPTORS		
Needs improvement **(Not making sufficient progress)**	**Good** **(Demonstrating sufficient progress towards their learning goals)**	**Excellent** **(Exceeding against their learning goals)**
Mid-point review Unlikely to meet their learning goals by the time they complete their placement, without additional support.[1] **Final review** Has not shown sufficient progress towards their learning goals.	**Mid-point review** Showing potential and are likely to meet their learning goals by the time they complete their placement. **Final review** Has demonstrated sufficient progress towards their learning goals.	**Mid-point review** Working beyond expectations and already on track to exceed their learning goals.[2] **Final review** Has exceeded against their learning goals.
BEHAVIOURS		
Students will be expected to demonstrate sufficient progress towards their learning goals through displaying the <u>appropriate workplace behaviours</u> throughout their placement		
Needs improvement	**Appropriate behaviours**	
Lacks professionalism • Is not courteous and respectful to other staff	**Displays professionalism** • Is consistently courteous and respectful to other staff and members of the public	**Consistently demonstrates professional behaviour** • Always courteous and respectful to other staff

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[1] This must be a trigger point for providers and employers to discuss with the student to identify why they are not making progress and what extra support they need
[2] It may be that original learning goals should be updated to provide greater stretch/challenge in these circumstances

and members of the public • Attendance and time keeping is poor • Gets easily stressed when under pressure • Demonstrates very little enthusiasm and interest in their work, does not engage with their work and is easily distracted • Does not follow company policy and conduct, such as not following the dress code, behaviour, and confidentiality • Is not reliable	• Attendance and time keeping is good • Is mostly calm under pressure • Demonstrates enthusiasm and interest in their work, engages well with their work and is not easily distracted • Adheres to company policy and conduct, including dress code, behaviour, and confidentiality • Mostly reliable	and members of the public • Attendance and time keeping is excellent • Always able to maintain calm when under pressure • Demonstrates a lot of enthusiasm and interest in their work, always engages well with their work and is never distracted • Always adheres to company policies and conduct, including dress code, behaviour, and confidentiality • Very reliable
Produces poor results • Regularly misses deadlines • Does not plan their work effectively and is unable to prioritise tasks • Completes their work to a poor standard, with lots of errors • Is not able to work independently, as needed, as requires full support to complete tasks • Does not ask for support or clarity when unsure of what to do • Shows little interest in wanting to learn and develop their skills	**Produces good results** • Regularly meets deadline • Plans their work effectively and is able to prioritise most tasks • Completes their work to a good standard, with few errors • Mostly of the time is able to work independently, as needed • Often seeks support or clarity if unsure of what they need to do • Is eager to learn and develop their skills most of the time	**Produces excellent results** • Always meets deadlines • Always plans their work very effectively and is able to prioritise all of their work • Completes their work to a very high standard, with no errors • Is always able to work independently, as needed • Always asks for support or clarity if they are unsure of what do • Proactively seeks opportunities to learn and develop their skills
Does not engage or work well as part of a team • Has not build good relationships with colleagues and does not understand their role in the team	**Works well as part of a team** • Has built good relationships with most colleagues and mostly understands what their role in the team is	**Works well within a team and actively seeks to support others** • Has built very good relationships with all colleagues and

• Does not show a positive attitude to working as part of a team • Does not listen to different points of view and responds in a non-professional to views different from their own • Does not treat members of the team with respect • Does not offer help to support team members	• Most of the time shows a positive attitude to working as part of a team • Listens to different points of view and mostly responds in a professional way to views different from their own • Mostly treats members of the team with respect • Most of the time will offer help to support team members	understands what their role in the team is • Always shows a positive attitude to working as part of a team • Always listens effectively to different points of view and always responds in a professional way to views different from their own • Always treats members of the team with respect • Is always proactive in offering help to support team members
Communicates ineffectively • Written communications are unclear, they do not use the right tone for the audience and have lots of mistakes • Are not able to share their thoughts and present ideas clearly • Does not use polite and professional language when speaking to colleagues / customers • Does not follow instructions and listen carefully to what they need to do, so they do not understand what is needed • Does not use positive and open body language to show that they are approachable and ready to listen	**Communicates appropriately** • Most written communications are clear, they use the right tone for the audience, and have few mistakes • Are able to share their thoughts and present ideas clearly most of the time • Uses polite and professional language most of the time when speaking to colleagues / customers • Most of the time follows instructions and listens carefully to what they need to do, so they understand what is needed • Most of the time uses positive and open body language to show that they are approachable and ready to listen	**Excellent communicator** • Written communications are always clear, they use the right tone for the audience and with no mistakes • Are always able to share their thoughts and present ideas clearly • Always uses polite and professional language when speaking to colleagues / customers • Always follows instruction and listens carefully to what they need to do, so they always understand what is needed • Always uses positive and open body language to show that they are approachable and ready to listen
Fails to take responsibility for actions • Is not open to feedback and does not act on it • Is not honest if they have made a mistake	**Takes responsibility for own actions.** • Most of the time is open to feedback and acts on it • Most of the time is honest if they have made a mistake	**Takes full responsibility for own actions** • Is always open to feedback and acts on it • Is always honest if they have made a mistake and

and gives excuses for poor performance or blames others • Does not learn from their mistakes	and most of the time does not excuses for their behaviour or shifts the blame • Most of the time learns from their mistakes	does and never gives excuses for their behaviour or shifts the blame • Always learns from their mistakes

TECHNICAL ABILITY

By the end of the placement, students will be expected to have demonstrated sufficient progress against the technical skills set out in their <u>individual learning goals</u> and must be reviewed as a <u>minimum of 'Good'</u> or 'Excellent' against the criteria below in order to meet the industry placement completion criteria

Needs improvement	Good	Excellent
Technical understanding Has none or little understanding of how their technical skills can be effectively applied in the workplace and does not apply the skills with any accuracy	*Technical understanding* Has a good understanding of how their technical skills can be effectively applied in the workplace and applies the skills within with a good degree of accuracy	*Technical understanding* Has an excellent understanding of how their technical skills can be applied effectively in the workplace and applies the skills with a very good degree of accuracy
Confidence Has none or very little confidence in applying technical skills learnt in the classroom, within the workplace, and displays none or very little confidence in the development of new occupationally relevant skills	*Confidence* Has some confidence in applying technical skills learnt in the classroom, within the workplace, and displays some confidence in the development of new occupationally relevant skills	*Confidence* Has high confidence in applying technical skills learnt in the classroom, within the workplace, and displays high confidence in the development of new occupationally relevant skills
Independence Is able to do simple tasks but struggles with complex tasks without full support and/or supervision.	*Independence* Is able to do simple tasks and is mostly able to carry out complex tasks accurately, with minimal support and/or supervision	*Independence* Is able to do simple tasks and always carries out complex tasks accurately and independently, with minimal support and/or supervision
Efficacy Is not able to deliver the expected outcomes through the practice and	*Efficacy* Most of the time is able to deliver expected outcomes, through the practice and	*Efficacy* Is always able to deliver expected outcomes, through

repetition of tasks and activities	repetition of tasks and activities	the practice and repetition of tasks and activities
Efficiency Struggles to do simple tasks to the correct standard and within deadline	*Efficiency* Is able to do simple tasks and most of the time is able to do complex tasks to the correct standard and within deadline	*Efficiency* Is able to do simple tasks and is always able to do complex tasks to the correct standards and within deadline