

His Royal Highness The Duke of Edinburgh

10 June 1921 to 9 April 2021

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> [Apprenticeships, traineeships and internships](#) > [Provider guide to delivering high-quality apprenticeships](#)


 Education & Skills
Funding Agency

Guidance

Ongoing apprenticeship delivery

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- Contents
- [Review apprentice progress](#)
 - [Progress review meetings](#)
 - [Monitoring the quantity and quality of apprentices' OTJT](#)
 - [Mandatory qualifications](#)
 - [Preparation for final assessment](#)
 - [Gateway](#)
 - [Feedback](#)

 [Print this page](#)

Review apprentice progress

Use regular reviews of progress data to monitor the apprentice's progress and identify any issues. For example, they may need more time to develop certain knowledge, skills and behaviours (KSBs) which would need to be discussed with the employer.

These reviews should cover attaining the KSBs in the apprenticeship, English and maths qualifications where required and obtaining any other mandatory qualifications where relevant.

You should also check how the apprentice is progressing during the time that they are with their employer, including whether their on and off the job training are complementing one another.

Update the End Point Assessment Organisation (EPAO) and employer of each apprentice's progress and how soon they are likely to be ready to take their End Point Assessment (EPA).

The wording and form of assessment for all assignments and reviews should be done in line with the style and grading criteria of the EPA. This will help the apprentice to know what to expect from their final assessments. Encourage the employer to do the same to share responsibility for monitoring their apprentice's progress towards completing their apprenticeship and getting the certificate.

Progress review meetings

Hold progress review meetings between the provider, employer and apprentice. The frequency of the meetings should be set out in the commitment statement. They may need to be at shorter intervals early on and adjusted as the apprenticeship progresses.

Adjustments to the commitment statement may be necessary especially if the apprentice is ready to take their EPA sooner than anticipated. If there are changes to when the apprentice is likely to take their EPA, these will need to be promptly communicated to the EPAO.

Use these progress reviews to encourage collaboration and to set out what is required of the employer to play an active role in helping their apprentice to reflect and act on their feedback in the workplace and in their training led by the provider.

Monitoring the quantity and quality of apprentices' OTJT

Monitor whether apprentices are getting their planned minimum 20% OTJT time over the duration of the apprenticeship and that it is focused on developing the KSBs set out in their apprenticeship standard. This can be flexible; it doesn't need to be the same every month and there are lots of different ways the training can be delivered to impart new KSBs. This could be done through reviewing a log they kept as suggested earlier or through the use of a provider IT system.

Where there are issues, contact the employer to remind them of their duty to allow their apprentice to spend at least 20% of their working time on OTJT. If the employer cannot provide this time as planned in the commitment statement, negotiate whether they can give time in lieu at a later date within working hours .

We recommend discussing with the apprentice whether they are happy with the quality and quantity of their OTJT. Check that they feel sufficiently challenged or whether there are opportunities such as shadowing or mentoring which they are interested in.

Mandatory qualifications

Prepare the apprentice for any mandatory qualifications required by their standard. This should include their level 2 English and maths qualifications if they do not already have these.

Remind employers that preparing and assessing apprentices so that they can obtain English and maths qualifications does not count towards fulfilling the 20% of working time for OTJT obligation.

Preparation for final assessment

Prepare apprentices for their final assessments by:

- familiarising them with their assessment format and grading criteria, particularly where reasonable adjustments have been made to the default format
- holding mock assessments which are worded and assessed taking into account the KSBs included in the standard and EPA grading criteria
- using their mock results to determine when to hold a three way "gateway" discussion to agree whether the apprentice is ready to move to the next stage, or if they need any additional support
- word and assess all assignments and reviews with reference to the EPA grading criteria to familiarise the apprentice in advance. Encourage the employer to do the same to share responsibility for monitoring their apprentices

You should emphasise to employers and apprentices the importance of completing EPAs which were designed by employers to demonstrate the individual's full occupational competency.

Gateway

Apprentices reaching gateway will have completed their training and are preparing for their final assessment to certify the new KSBs which they have learned.

Have a gateway discussion with the employer and the EPAO. This involves assessing the apprentice against the KSBs set out in their standard to decide whether they are ready to take their assessment, which if passed would give those in the industry confidence of the apprentice's ability to do their role successfully.

Review any professional body and regulatory requirements prior to gateway to make sure that they have been met. This should be done with plenty of time to notify the EPAO in advance of the chosen EPA date to avoid delays. [Reading the ESFA's guidance on EPA and the apprenticeship gateway](#) to better understand this process is recommended.

Hold a meeting with the employer and EPAO at least three months before the EPA to agree:

- roles and responsibilities
- a proposed timeline for the EPA
- whether the apprentice will need any reasonable adjustments
- where the EPA is going to take place and what equipment and materials the apprentice will need

Feedback

It is important to collect regular feedback from apprentices and employers. You should have a policy in place for collecting regular feedback.

This policy should include ways:

- of obtaining feedback
- to respond to feedback
- to use feedback to improve your training offer

We recommend sharing feedback from apprentices with employers so that they can improve the support and on-the-job training they offer future apprentices.

Employer feedback is published on the [Find Apprenticeship Training](#) website when the provider is searched for.

It is also important for providers to regularly give meaningful feedback to apprentices to help them understand what they need to improve to make progress.

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