

candidate/apprentice monitoring process

Stage	Action	Deadline	Actions
Stage 1	Trainers & Assessors complete feedback form Trainers complete & submit register form	25th of delivery month 48 hours after delivery session	If documents not submitted by due date 1.1 assessor or trainer chased by Admin 1.2 if not submitted by 28th, admin to refer to QM (Project Management) or Curriculum Lead (Construction) 1.3 If not submitted by month end then matter referred to HQC or CEO
Stage 2	QM (Project Management, Leadership & Management & Business Administration) & Curriculum Lead (Construction) use Learning Assistant, attendance registers, monitoring forms & the grade matrix to compile progress reports for presentation at candidate/apprentice Monitoring Meetings	First monitoring meeting of the month	Meeting to focus on candidate/apprentices with planned end dates within the next 3 months, candidate/apprentices causing concern or those excelling.

Stage 3	candidate/apprentice monitoring meeting		
Stage 4	One-to-one meetings with delivery staff to follow up on actions arising out of candidate/apprentice monitoring meeting and start gathering evidence for the next.		

candidate/apprentices causing concern

Any candidate/apprentice:

- With poor attendance
- With attitudinal/behavioural issues
- Who has not submitted work to agreed deadlines
- Who is behind schedule
- Who has ALS needs
- Who is not performing at agreed target level
- Who has raised concerns

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