**Annex T Appendix C**

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**Progress Board**

**Terms of Reference and Membership**

**2022/23**

## **Rationale**

Progress Boards were established to ensure that leaders maintain an effective oversight of apprentices’ progress.  During Progress boards, staff will monitor both academic achievement, knowledge, skills and behaviours, and any ‘off-the-job hours’ recorded by the apprentice to ensure that sufficient progress is made.

## **Terms of Reference**

In fulfilling its responsibility for maintaining an oversight of the apprentices’ progression, the Progress Board will:

* Oversee the completion of apprentices’ required examinations and coursework;
* Oversee the completion of the apprentices’ knowledge, skills and behaviours to ensure that they are being fulfilled;
* To review the University’s management information system to ensure that assessment and examinations marks have been processed correctly and a reliable record of achievement is maintained;
* To monitor and evaluate the apprentices’ academic success to ensure that expected milestones are reached within a timely manner;
* Oversee the completion and recording of the apprentices’ off-the-job hours to ensure that these are being completed to a satisfactory standard;
* Identify learners who are ‘at risk’ of falling behind and implement expected rate interventions, which will be monitored through progress reviews;
* Recognise when apprentices have made insufficient progress with the recording of their off-the-job hours, or within their studies, by clearly communicating their outstanding requirements;
* Recognise when apprentices are nearing their End-Point Assessment (EPA) date and communicate any outstanding requirements to ensure that entry to Gateway is reached within a timely manner;
* Recognise when exceptional progress has been made by an apprentice.

## **Membership**

The Progress Board willhave the following membership:

* Clair Sanderson Programme Administration Manager, Global & Lifelong Learning
* Richard Ellison Progamme Administration Officer, Global & Lifelong Learning
* Linda Le Grys Programme Administration Assistant, Global & Lifelong Learning
* Andrew Phipps Programme Administration Assistant, Global & Lifelong Learning
* Finn Todd Programme Administration Assistant, Global & Lifelong Learning

Other members of staff will be invited to join the Progress Board if required.  These include Apprenticeship Advisors and Academics and Divisional representatives and are subject to change at each Board.

## **Reference Points**

* Missing Marks report
* Progress Board notes
* Course module order
* Moodle
* Kent Vision
* Aptem