

Tripartite Review – Summary of Outcomes and Feedback

This document provides a record of an individual apprentice's progress towards the achievement of their apprenticeship and must be completed in full during the quarterly Tripartite Review meetings. A formal record of discussions and actions, signed and dated by the University, the apprentice and the employer is a mandatory requirement for Education and Skills Agency (ESFA) funding compliance.

Date	
Review number	
Purpose	<i>[Please state whether this is a Tripartite, Annual, Gateway or End of Programme Review]</i>

Course name (& course code)	
Course start date / year of study	
Planned practical period end date	
Planned Apprenticeship end date	

Attendees:

Apprentice Preferred First Name	
Apprentice Surname	
Employer (line manager) and/or employer representative & job title	
University Apprenticeship Tutor & job title	

Review of actions from previous meeting:

Action	Progress	Met / Not Met

Review of progress:

Attendance / Engagement (every calendar month)	On schedule	Action required	Break in Learning / Date last day of learning
Planned 20% OTJ training hours *	Ahead	On schedule	Behind schedule
Academic Progress	Ahead	On schedule	Behind schedule
Occupational competence (progress against KSBs) **	Ahead	On schedule	Behind schedule
Additional Qualifications ***	Ahead	On schedule	Behind schedule
Additional Support Requirements/Reasonable Adjustments***	In place	In development	Required

* to include a review of OTJ training evidence (for eligibility purposes) and actual vs planned

** to include a review of the apprentice's self-assessment against the KSBs (skills scan)

*** where applicable

Change in circumstances:

Please document any potential change in circumstance that may have a material impact on the apprenticeship (employment, academic, personal circumstances, health etc)

Outcome:

Apprentice comments and feedback

Employer comments and feedback

University Apprenticeship Tutor comments and feedback

Safeguarding, Prevent, Health & Safety:

Please record any Safeguarding, Prevent or Health & Safety concerns in the box below

Please confirm if any concerns raised have been escalated in line with the University's policy and procedures

Summary and Action Plan:

Meeting outcome summary / plan for next 3 months

Actions prior to next Tripartite Review meeting:

Action	Activity

Date of next Tripartite Review meeting	
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Signatures:

Apprentice signature	Date
Employer signature	Date
University Apprenticeship Tutor signature	Date

For the Gateway Review:

Gateway Requirements	Met / Not Met
As set out in the EPA Assessment Plan – evidence to include:	
academic achievement	
minimum OTJ training requirement	
any mandatory preparation for EPA	
Employer confirmation: <i>I confirm that the apprentice has met the requirements of the apprenticeship, is occupationally competent and ready to progress to End Point Assessment</i>	Employer signature

Apprentice confirmation: <i>I confirm the University can claim the apprenticeship certificate from the Department for Education on my behalf</i>	Apprentice signature

For the End of Programme Review:

Destination	Details
Following the successful completion of your End Point Assessment, please provide details of any planned next steps in your career (<i>promotion, career development, higher level study for e.g.</i>):	