

Completing Tripartite and Other Reviews Procedure

Related Process: Manage Apprenticeships

Procedure Owner: Assistant Director of Apprenticeships

Contents

Purpose.....	2
Guidance.....	2
Procedure.....	3
Related Documentation	5
Document control	6

If you need a version of this guide in a more accessible format, please email apprenticeships@uwe.ac.uk

Purpose

This procedure details how to prepare for tripartite reviews or other reviews, including how to add comments in Aptem. Tripartite reviews will be conducted between yourself, your employer, and Training Coordinator on a minimum of a 12 weekly basis as per ESFA guidelines. If necessary other reviews may be scheduled in addition.

To be able to do this the following must have been completed:

- The apprentice must have been set up on Aptem, have a line manager and training coordinator linked to them and be linked to the correct programme

Guidance

Comments can be added into the review by the apprentice, employer and UWE training coordinator up to 42 days before the date listed on the tripartite review. There are two dates associated with the review – a due date for when the review must be carried out by to ensure compliance with the ESFA, and the scheduled date which is when the review has been arranged for.

There are numerous sections that should be completed as part of the reviews, and include but are not limited to the below. Note some sections are for information only.

- Apprentice Comments – You should populate this section before the meeting accordingly. It should cover areas such as how you are working towards the KSBs and any notes you'd like to add that have arisen since the last review meeting. This must be completed for every review.
- Employer Comments – This section should be populated by your employer representative(s) before the meeting. It should cover areas such as how you seems to be progressing, how the apprentice is fitting in with the team etc. This must be completed for every review.
- University Comments – This section should be populated by your UWE training coordinator before the meeting and adjusted during the review accordingly. It should cover areas such as how the apprenticeship seems to be progressing and how you're using UWE systems. This must be completed for every review.
- Safeguarding – You should populate this section before the meeting, which gives chance for further discussion during the meeting. This must be completed for every tripartite review.
- Prevent – You should populate this section before the meeting, which gives chance for further discussion during the meeting. This must be completed for every tripartite review.
- Health & Safety – You should populate this section before the meeting, which gives chance for further discussion during the meeting. This must be completed for every tripartite review.

- British Values – You should populate this section before the meeting, which gives chance for further discussion during the meeting. This must be completed for every tripartite review.
- Personal Development – You should populate this section before the meeting, which gives chance for further discussion during the meeting. This must be completed for every tripartite review.
- Skills Radar – This only exists for Tripartite Reviews and for the initial Skills Radar review before you started on programme. This section should confirm where you believe you are against each of the KSBs. For the first Skills Radar Review and at least one Tripartite Review per year, this will need to be completed in full, but in subsequent reviews, the previous version will be pulled through and can be adjusted as necessary. Goals can only be set by your Training Coordinator during the review. Goals do not need to be set every review, nor do they have to be against every KSB.
- Initial Apprenticeship Check – This only exists for the Initial Review. A Yes/No field to confirm that you are happy to continue on the programme.
- RAG Status – This section should be completed by the UWE training coordinator, but is a decision between them, yourself and your employer to confirm what state you all feel the apprenticeship is at. This must be completed for every review.

Once all sections have been marked as completed, the review should be saved and all three parties should sign the review in Aptem.

Procedure

1. Log into Aptem.
2. From menu option at the side of the dashboard click on reviews



3. From the generated list find the review that you need to provide information for and click on the review action button to the right of the screen. Select 'Create' if no-one else has added their comment yet, or 'Continue' if they have already started



4. The review document will open and all the tabs for that review will show. Some of the tabs are for information only and do not require anything to be completed. If the tab requires you to complete some information it will show as being incomplete.
5. To complete the tab click on the tab header and the section will open. Complete the information requested and click on save when finished. The status of a tab will change to complete if everything has been done.

Yes No

Yes No

<https://www.uwe.ac.uk/life/health-and-wellbeing/staying-safe/on-and-off-campus/safeguarding>

Completed Save

a. For the Skills Radar section you will be asked to re-assess yourself against the apprenticeship standard to see if you feel you have made progress. Click on the element of the standard to bring up the panel on the right, then select the score of where you feel you are currently against that knowledge, skill or behaviour. Scroll down on the panel to add a note to say why you feel you have/have not made progress, then click save. Move on to the next element of the standard.

Skills Radar

TEST Police Cons

Goal Tutor Assessment Show History Learner Assessment

1. Impartiality - I take into account individual needs and requirements in all of my actions. No Goal Set 0 1 2 3 4 5

2. Impartiality - I understand that treating everyone fairly does not mean everyone is treated the same. No Goal Set 0 1 2 3 4 5

3. Impartiality - I always give people an equal opportunity to express their views. No Goal Set 0 1 2 3 4 5

4. Impartiality - I communicate with everyone, making sure the most No Goal Set 0 1 2 3 4 5

Question 1 of 8

1. Impartiality - I take into account individual needs and requirements in all of my actions.

Choose one answer that most applies to you:

High - I have extensive knowledge, with existing relevant qualifications. I am confident and competent to undertake work in this area. 5

Good - I have good knowledge and I feel confident to undertake work in this area. My existing qualifications and experience might not be relevant or are out of date. 4

Reasonable - I have some knowledge in this area and have some professional experience. I don't think I 3

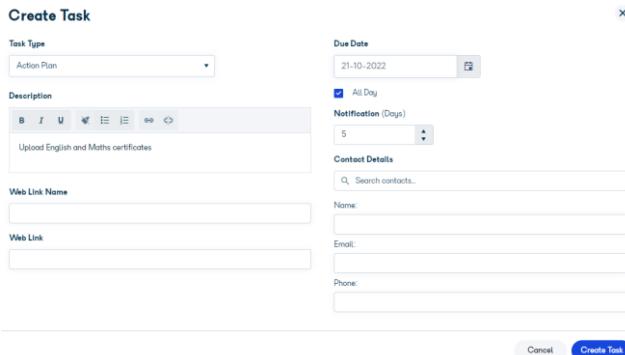
Cancel Save

6. Please note that when you have completed the comments section, your comments these will become available to your training coordinator and employer to view these prior to the review. You can Save and Close this tab to review other parts of Aptem without losing any progress.

7. If tasks are identified as part of you review you will need to record them so that actions can be monitored and they can be marked as complete. From the menu bar at the left side of the screen click on 'tasks'.

8. To create a task click on 'Create Task' at the top of the calendar view.

9. Select the action plan from the task list and type in a description of the task. Select the date the task is due by and if there is a certain time for it to be done or if it is all day. Set any notifications required to remind you to do it and click on 'Create Task'.

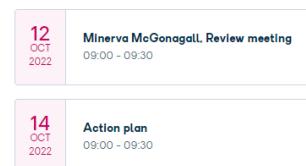


The 'Create Task' dialog box is displayed. It includes fields for Task Type (set to 'Action Plan'), Due Date (set to 21-10-2022), Description (containing 'Upload English and Maths certificates'), and Contact Details (with search and input fields for Name, Email, and Phone). At the bottom are 'Cancel' and 'Create Task' buttons.

10. This will now show in your action plan



11. Any overdue tasks from previous reviews will show in an overdue tasks list to the right of the screen.



To complete a task select the task and click on the pencil icon to edit. In the bottom right of the screen click on 'Mark Complete' then 'Save Changes'. The review will now show on your calendar with a tick and not show on the overdue list.



12. Once the review has taken place and the pdf file containing the information generated you will need to sign off the document. Please see the Signing Compliance and Review Documents for support on how to do this.

Related Documentation

Tripartite review guides for the employer and the UWE training coordinator.

Signing Compliance and Review documents

Document control

Name	Version	Description of change	Date
A Seward	V0.1	Initial version for review	13/10/2022
E Bennett	V1.1	Added skills radar guidance	11/11/22
E Rees	V1.2	Reviewed to meet accessibility guidance	12/04/2023
S Jarrett	V1.3	Reviewed to reflect change in owner	21/04/2023
S Jarrett	V2.0	Merged with Completing other reviews	26/04/2023
S Jarrett	V2.1	Revision to reflect changes to accessibility requirements and aligning to Operations Manual	12/05/2023
A Seward	V3.0	Version audited and finalised	17/05/2023