

Knowledge, Skills and Behaviours.

Apprentice

Please grade yourself 1-4 in the key areas listed out in this document using the grading key below. Please note, we do not expect you to be scoring yourself as an expert in these areas currently. It is quite common to have low scores, the purpose of the apprenticeship is for you to develop new Skills and Knowledge.

Grading key

Grade	Definition
1	My knowledge and professional practice is very limited
2	My knowledge and professional practice needs developing further as not yet fully consistent or competent
3	My knowledge and professional practice is good, but need training and further experience to apply with confidence
4	My knowledge and professional practice is excellent and wish to be considered for recognition of prior learning

Line Manager

As their Line Manager, you have two key roles to play.

1. Helping your employee get onto their desired programme of study as quickly as possible. It is a big step for them to have chosen to study and keeping the momentum going is key to their success.
2. Support them through their studies.

You will need to:

- Confirm that the programme of study selected by your employee is appropriate to the role they are working in and that their role meets the requirements of the programme. This means that their role needs to provide them with the opportunity to gain the Knowledge, Skills and Behaviours needed to succeed in their apprenticeship and that they will have the opportunity to evidence this whilst working and studying.
- In this document there is a column labelled "In the workplace, the learner will:". This is where your employee can see the work tasks that they will undertake in your workplace, to support the achievement of the learning outcomes. You will see that we have pre-populated this column with examples. Some of these examples may be relevant in your workplace, but many of them will not. They act as a guide of the type of tasks your employee might undertake and a guide as to the depth and breadth of tasks that we would expect an employee to undertake on the job.
- Please select 'Yes' if you can support the learner in achieving the specified learning outcome in the workplace or 'No' if you do not feel that their current job role will allow them to undertake the relevant tasks required.

Knowledge.

Outcomes	By the end of apprenticeship the learner will be able to:	In the workplace the learn will:	Apprentice grade 1-4	Line manager confirmation
The learner's current knowledge of technical detail and know-how required to do their job based on the apprenticeship assessment plan.				
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



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				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



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The learner's current knowledge of technical detail and know-how required to do their job based on the apprenticeship assessment plan.				
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



Skills.

Outcomes	By the end of apprenticeship the learner will be able to:	In the workplace the learn will:	Apprentice grade 1-4	Line manager confirmation
The learner's current skills: how competent they are at practically applying their knowledge to their role based on the apprenticeship.				
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



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The learner's current skills: how competent they are at practically applying their knowledge to their role based on the apprenticeship.				
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



Skills.

Outcomes	By the end of apprenticeship the learner will be able to:	In the workplace the learn will:	Apprentice grade 1-4	Line manager confirmation
The learner's current skills: how competent they are at practically applying their knowledge to their role based on the apprenticeship.				
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



Behaviours.

Outcomes	By the end of apprenticeship the learner will be able to:	In the workplace the learn will:	Apprentice grade 1-4	Line manager confirmation
The learners current behaviours are their current mindset, attitude, and approach				
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



Behaviours.

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The learners current behaviours are their current mindset, attitude, and approach				
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No
				Yes No



Knowledge, Skills and Behaviours.

I confirm that the above has been reviewed and discussed and that all relevant prior learning and experience has been identified and properly accounted for in the design of the training plan, which has been adjusted accordingly, including outlining how the apprentice will be complete the apprenticeship and be supported by all parties to successfully achieve the apprenticeship.

Apprentice signature

Dated

/ /

Line manager signature

Dated

/ /

