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	System of Work	ISSUE	Two
		DATE	01/01/2022
Triton Training Limited		REVIEW	01/01/2023
TITLE: ATC Learner Progress Review Policy		APPROVED BY: Directors	

1. Learner Progress Review Policy

At Triton Training, we aim to facilitate the professional and personal progression of all our learners throughout their learning journey. Consequently, we are strongly committed to providing a range of support mechanisms that help our learners achieve their goals and objectives, both personal as well as professionally. This is facilitated by the collaboration between our tutors and learners, recognising that there will be times when learners will need support in order to succeed in their chosen pathway.

2. Policy aim and purpose

This policy applies to all learners who enrol onto a course with Triton Training and aims to facilitate the professional and personal progression of all our learners throughout their learning journey. All learners are required to participate in a learner progress review either in person or via live online platform at the mid-point day of their chosen course and again at the end of their course.

Mid-Point Review will cover the following:

- The learner has the opportunity to describe what they have gained from their course up until this point. Referring to and referencing their Individual Learning Plan, including any thoughts about overall achievement against both course outcomes and personal progress. (Section 5 & 6 of ILP).
- The learner has the opportunity to describe what they feel they need further assistance with or areas in which they are not yet confident in. (Section 5 & 6 of ILP).
- The learner has the opportunity to collaborate with the tutor to discuss any potential support or reasonable adjustments. (Section 5 & 6 of ILP).
- The tutor will give feedback to the learner based on their observation and assessment of the learner's performance up until this point. Referring to and referencing their Individual Learning Plan, including any thoughts about overall achievement against both course outcomes and personal progress.
- The tutor will discuss with the learner how they will support the learner to achieve next steps including any signposting/referrals.
- The tutor will confirm any outstanding course criteria yet to be met by the learner and offer advice and resources to support where applicable/possible.
- The mid-point learner progress review is not a disciplinary process and does not contribute to the learner's assessment to fulfil the course specification of their chosen course.

- The mid-point learner progress review and will not affect the learners ability or opportunity to complete their course or form any part of their course assessment.
- Where a learner fails to attend a learner progress review without good reason, or makes no attempt to fulfil the review actions the tutor will complete the process of review to the best of their ability and send a written review and feedback to the learner within 24hours of the review taking place.
- All review times should be tracked by the tutor on the Learners timesheet (Section 7 of ILP).
- All review key points and actions should be recorded on the learner's individual learning plan (section 5 & 6 of ILP) and sent to the learner within 24 hours of the review.

End-Point Review will cover the following:
- The learner has the opportunity to review what they have gained from their course. Referring to and referencing their Individual Learning Plan, including any thoughts about overall achievement against both course outcomes and personal progress. (Section 5 & 6 of ILP).
- The learner has the opportunity to express any areas of development they wish to pursue going forward and collaborate with the tutor to discuss any potential support, continued professional development and courses.
- The tutor will give summative feedback to the learner based on their observation and assessment of the learner's performance. Referring to and referencing their Individual Learning Plan, including any thoughts about overall achievement against both course outcomes and personal progressing.
- The tutor will discuss with the learner how they will support the learner to achieve next steps including any signposting/referrals.
- If the learner does not at this point sufficiently meet the relevant course specification outcomes and are referred, the tutor will confirm any outstanding course criteria yet to be met by the learner and offer advice and resources to support where possible. At this point new timeframes for outstanding evidence to be submitted will be agreed upon and must adhere to the relevant course' specification guidelines.
- If the candidate does not complete all theory work sufficiently within 6 months of successfully passing their course practical assessment an additional practical assessment will be necessary to ensure that the practical elements are still up to standard. This can be arranged at an agreed time/date between the candidate and assessor however may incur additional travel expenses and/or assessor costs that must be paid by the candidate.
- The end point learner progress review is not a disciplinary process and does not contribute to the learner's assessment to fulfil the course specification of their chosen course.
- The end point learner progress review will not affect the learner's ability or opportunity to complete their course or form any part of their course assessment on when submitting further evidence.
- Where a learner fails to attend a Learner Progress Review without good reason, or makes no attempt to fulfil the review actions the tutor will complete the process of review to the best of their ability and send a written review and feedback to the learner within 24hours of the review taking place.

- All review times should be tracked by the tutor on the learner's timesheet (Section 7 of ILP).
- All review key points and actions should be recorded on the learner's individual learning plan (section 5 & 6 of ILP) and sent to the learner within 24 hours of the review.

3.   Responsibilities

- The Triton Training Directors are responsible for ensuring that this policy is applied fairly and consistently by all team members involved in learner Induction.
- The Triton Training Directors are responsible for ensuring that any team members involved in learner Induction are trained this policy.
- The Triton Training Directors are responsible for ensuring learners are treated fairly and consistently and will ensure this policy is implemented.
- Triton Training Course Tutors are responsible for following this policy in accordance with their training and completing new learner progress reviews.
- As part of the learner progress review process all learners are responsible for participating in collaboration with their course tutor and following the above listed process and procedure. The learner must adhere to the learner responsibilities and timeframes outlined by the relevant national governing body in their course specification and the timeframes set by their course tutor throughout their time of study with Triton Training.

4.   Documentation

- All documentation relating to learner progress reviews will remain confidential and stored in accordance with the Triton Training ATC Data Protection Policy and Triton Training Document Retention Policy.

5.   Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	01/01/2021	Krystal Buckley
2	Written, Checked and Approved	01/01/2022	Krystal Buckley

6.   Internal Documents & Forms

1.   Triton Training ATC Data Protection Policy

2.   Triton Training ATC Document Retention Policy
3.   Triton Training ATC Learner Initial Assessment Policy
4.   Triton Training ATC Recognition of Prior learning Policy
5.   Triton Training ATC Special Considerations and Reasonable Adjustments Policy
6.   Triton Training ATC Learner Initial Assessment Form
7.   Triton Training ATC Learner Induction Form
8.   Triton Training ATC Learner Progress Review
9.   Triton Training ATC Learner Timesheet

7.   External Sources of Information

10.   RLSS Guidance Documents.
11.   Swim England Guidance Documents.
12.   STA Guidance Documents.
13.   ESF Guidance Documents.