



## **Audio Recorded Progress Reviews**

**Ensuring consistently high quality recording of progress reviews.**

**People Projects UK Ltd**



# Audio Recorded Progress Review (NVQ only programmes)

## Context

Progress Reviewing is a very important but often time consuming process if it is done well. 'Done well' usually means, that the documents produced to capture what has been discussed and agreed (Progress Review Report), are quite detailed. Such high quality reports can take a disproportionate amount of time to produce, particularly for staff who find this type of task difficult to complete.

## Benefits

This People Projects audio approach to Progress Reviews has been developed to:

- allow reviewers to concentrate on the needs of the learner, by enabling them to focus more what is said during the review, than what they have to write
- ensure that an appropriately detailed and high quality record of progress reviews is achieved consistently
- enable more effective quality sampling to determine where support is required
- making the process more efficient, whilst still meeting funding body audit and regulatory requirements

The tools in this package enable the effective audio recording of a Progress Review in a way that reduces the time taken to produce reports. The tools also help keep the focus of a review on the learner and their progress, and not excessively on the completion of the report.

The basic idea with this tool is that the detailed content of the review is recorded to a sound file on a digital voice recorder. A very brief text summary of what has been audio recorded is then quickly noted on a 1 side of A4 document called a Progress Review Report.

## Components

### Progress Review Report Template.

Whilst it might be ideal to have a no paper system, there are several barriers to this. Barrier number one is the insistence of funding bodies that a piece of paper with signatures is produced to demonstrate that a progress review has taken place. The second barrier is that many learners do not operate in environments where there is appropriate technology on which they can view their progress targets. It is necessary therefore to produce some paperwork. We have reduced

Progress Review Report Template			
ABC Training LEARNER PROGRESS REVIEW		A detailed record of the Review has been recorded as Audio File. File Name ..... It has been filed in the relevant NVQ Programme Progress Review folder on VC computer eg:199_722.Drive.	
<b>Summary Report.</b>			
Name:	NVQ Programme:	Year:	Programme Report No.:
Fred Bloggs	Level 3 Fitness Instructor	2007	No: 3
Review Start & End Time:	Company:	Location of Review:	
1.00pm to 1.40pm	Body Focus Wakefield	Body Focus Wakefield	
<b>Summary of discussion on Achievement of targets / Action agreed at the Last Review.</b>			
Fred achieved 3 of the 4 agreed large ls. Reasons for non achievement of the one large l were discussed and he has been carried forward to large l agreed at this review. We discussed the issues Fred faced achieving the other large l and how he overcame them.			
<b>Summary of discussion on Learning, Work, BS, Health and Safety and Support</b>			
Fred has identified that he has been given 11mg of doubling Red Prescriptions and has improved his confidence in his ability. He has had good support from the manager to do this. We also discussed how he has developed his 1 to 1 instructional technique. The work on organising his portfolio was discussed, as was, the needs to do to enable the completion of the next Assessment plan. We had an extended discussion on building in the workplace and he answered all the BS knowledge questions well. Fred is very clear about what he has to complete next on his 4000. We also talked about the support he gets from his work supervisors and overall he feels the support he gets is good.			
<b>Summary of Employer / work supervisor comments.</b>			
Fred's progress was discussed with his supervisor Richard. Richard is happy with Fred's communication with clients, attendance, punctuality, ability to work unsupervised, but feels he has to think more carefully about the types of exercises he includes in order client exercise programmes.			
<b>FORWARD PLANNER</b>			
Time / Date / Location of the review:		By Whom (Date)	Completed
Targets / Actions Agreed		Yes	No
<b>Signatures</b>			
Learner:	Employer/Supervisor:	Assessor:	
Print Name:	Print Name:	Print Name:	

