

Progress Reviews

Note added to Progress Review tab to remind users what to write

We have added a centre switch so that a text field can be populated to instruct assessors in the **Progress Review** tab to remind them what information they need to gather (or add any other text you think is needed). The script will be created by the centre – (it will be the same for all assessors) and will be added behind the scenes by SkillWise.

Here is an example of a text box which has been created. The additional text is only visible to the assessor when creating a new review or completing a pre-set review.

▼ Add new progress review

Summary

Planned date Set planned date to weeks from today

Actual date Review to be completed in future

Must include:

- Discussion overview
- Action plan
- ES Comments
- Any ES/trainee concerns
- OTJ Check

In the below slide, I have copied the text and dropped it into the **Notes** field to create categories for easy completion. This is just a suggestion.

Notes (max. 1000 words)

B I U Normal

Must include:

- Discussion overview
my notes
- Action plan
my notes
- ES Comments
my notes
- Any ES/trainee concerns
my notes
- OTJ Check
my notes

28/1000 words

Once saved, the text box disappears:

▼ Progress review (Welford, James)

Summary

Planned date

Actual date

Progress as on 08/02/2021

Customer Services NVQ - L2	36%
Management NVQ - L3	15%

Off the job training as on 08/02/2021

Hours logged	5:00
Target hours to date	1484:00
Total hours required	1484:00

Notes (max. 1000 words)

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Must include:

- Discussion overview
my notes
- Action plan
my notes
- ES Comments
my notes
- Any ES/trainee concerns
my notes
- OTJ Check
my notes

This development is available upon request. Please contact us to have your text inserted into the Progress review area.