

APPRENTICESHIP WORKFORCE DEVELOPMENT: APPRENTICE JOURNEY LOG (AJL) BLANK

Project Title – Exploring barriers to apprenticeship study

Organisations/Partnership Names: University of Portsmouth (UoP), Hampshire County Council (HCC), Defence Science & Technology Laboratory (DSTL)



Hampshire
County Council



DATE 17/10/2024

Apprentice Journey Log (AJL)

The purpose of the AJL is to ensure apprentices are fully supported through all stages of a Break in Learning (BIL). This document may also benefit other apprentices on a non-typical journey, for example, apprentices who join a pre-existing cohort due to Recognised Prior Learning (RPL).

It is designed as a three-stage process, with an additional form completed at the start to capture key information. This document can be adapted to individual apprentices' circumstances and differing provider systems. This document is based on the lived experiences of apprentices who have encountered challenges during their journey. The form considers the well-being, belongingness and identity of apprentices while also supporting their engagement. For instructions on how to use the form, see the AJL Instructions document.

Stage 1: Before going on a BIL

Stage 2: Whilst on a BIL/Staying-in-touch Process (SIT)

Stage 3: Ready to return/Before joining an established group or cohort

Apprentice name:	
Date the form is completed:	
Apprentice preferred email:	
Apprentice contact number:	
Employer organisation:	
Line manager/mentor:	
Line manager/mentor email:	
Apprenticeship standard including version number:	
Current work-based tutor:	
Course leader:	
Link to request to suspend made/sent:	
Has account management been made aware?	

Stage 1: Before going on a BIL

Date of completion of form:	
Attendees (if meeting):	
Discussion on any alternatives to a BIL:	
Time frame discussion to confirm an expected return to learning date (to support stage 3):	
Discussion regarding accessing systems whilst on a BIL, including who to contact with queries:	
Discussion with the apprentice and employer to ensure any collated evidence is secured safely (if required):	
Date of contact agreed for stage 2:	
Modules completed:	
Modules to be completed:	
Comments/additional notes:	

Stage 2: Whilst on a BIL/SIT process

Date	Method	Attendees	Any updates required for key stakeholders	Comments or actions required

Comments/additional notes:

Potential changes to the planned return date:

Stage 3: Ready to return/Before joining an established group or cohort

Apprentice name:	
Date:	
Work-based tutor name:	
Has the apprentice completed registration:	
Line manager/mentor names and emails:	
Does the line manager and/or mentor have access to the relevant systems:	
Confirmed start date:	
Estimated end point assessment dates/gateway:	
Course lead/module lead names and emails:	
Course lead/module lead aware of apprentice return:	
Has the course team completed our apprenticeship CPD?	
Timetable provided and relevant modules covered:	
Is a meeting on campus before starting required:	
First review date agreed:	
Apprentice access to relevant systems: <ul style="list-style-type: none"> • Aptem Y/N • Moodle Y/N • Training on systems required Y/N/NA • Course specific Y/N/NA Comments:	Introductions (As required) <ul style="list-style-type: none"> • Group WhatsApp/ Messaging App: Y/N/NA • Class Rep: Y/N/NA • Buddy: Y/N/NA • Library/Academic Support: Y/N/NA Comments:
Other notes:	

Agreed action list and assigned to who:

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