

APPRENTICESHIP WORKFORCE DEVELOPMENT: APPRENTICE JOURNEY LOG (AJL) EXAMPLE

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:	Emily
Date the form is completed:	30/08/2023
Apprentice preferred email:	emily@port.ac.uk
Apprentice contact number:	123 456
Employer organisation:	HCC
Line manager/mentor:	Roshan
Line manager/mentor email:	Roshan@xxx.co.uk
Apprenticeship standard including version number:	CMDA
Current work-based tutor:	Laura
Course leader:	Jo
Link to request to suspend made/sent:	Sent to apprentice
Has the account management been made aware?	Yes - emailed 28/8/23

Stage 1: Before going on a BIL

Date of completion of form:	30/08/2023
Attendees (if meeting):	NA
Discussion on any alternatives to a BIL:	Yes.
Time frame discussion to confirm an expected return to learning date (to support stage 3):	Emily is aware she will be expected to return to learning in September 2025.
Discussion regarding accessing systems whilst on a BIL, including who to contact with queries:	<p>Emily has emailed the hub, and it was confirmed that she will not have access to Moodle or Aptem during her BIL.</p> <p>Emily is aware of the DA contact email. Emily has been provided with information on the new course leaders.</p>
Discussion with the Apprentice and Employer to ensure any collated evidence is secured safely (if required):	Emily has stored some evidence. Emily is technically confident and will ensure she saves evidence collated so far.
Date of contact agreed for stage 2:	02/01/2024 - Happy to receive an email.
Modules completed:	All levels 4 and 5.
Modules to be completed:	All level 6 modules.
Comments/additional notes:	
Emily has suspended due to some health issues. She will be taking a couple of months off work and will be required to attend a number of hospital appointments.	

Stage 2: Whilst on a BIL/SIT process

Date	Method	Attendees	Any updates required for key stakeholders	Comments or actions required
03/01/24	Email	NA	NA	Emily responded to the email to share she is on a phased return and hopes to return.
03/05/24	Email	NA	NA	Emily replied to request a phone call
08/05/24	Phone call	LH/ES	NA	Emily is keen to return. We have booked a return to learning meeting for 17/08/2024. A calendar invite has been sent. This includes Emily's new manager.

Comments/additional notes:

Potential changes to the planned return date:

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

Apprentice name:	Emily
Date:	17/08/24
Work-based tutor name:	Laura
Has the apprentice completed registration:	Not yet. Emily is aware this must be completed.
Line manager/mentor names and emails:	Craig Craig@xxx.co.uk
Does the line manager and/or mentor have access to the relevant systems:	Emily has a new line manager. An account for Craig has been requested.
Confirmed start date:	25/09/2024 - Provide building name and room number. Reminded to check for any amendments.
Estimated end point assessment dates/gateway:	estimated July 2025
Course lead/module lead names and emails:	course.leader@port.ac.uk
Course lead/module lead aware of apprentice return:	This will be emailed 10/09/2024
Has the course team completed our apprenticeship CPD?	Added to the email sent 10/9/24
Timetable provided and relevant modules covered:	Insert link to timetable here.
Is a meeting on campus before starting required:	Emily does not require this.
First review date agreed:	5/11/2024
Apprentice access to relevant systems (if applicable): <ul style="list-style-type: none"> • Aptem Y • Moodle N - needs to register for full access • Training/ Information video required N 	Introductions (As required) <ul style="list-style-type: none"> • Group Whatsapp/ Messaging App: Y • Course Rep: Y • Buddy System: Y • Library/ Academic Support: Not required at this time.

<ul style="list-style-type: none">• Course specific NA Comments:	Comments:
Other notes:	
Agreed action list and assigned to who:	
<p>I will email the course leaders and module coordinators to inform them of your return nearer to the time. (10th September)</p> <p>I have sent an email to Emily detailing the new course leader.</p> <p>The timetable link has been shared with Emily and Craig. <i>I have described that this is a live document, so there could be some slight changes.</i></p> <p>The course rep has been contacted via email and I have requested to add Emily to the WhatsApp group.</p> <p>I have confirmed Sam and Josh as buddies.</p> <p>Our first meeting is on the 5th of November. This meeting has been agreed upon and sent with a Teams link to Emily and Craig.</p> <p>I have made a request for Aptom access for Craig.</p> <p>Emily to complete the registration email by the 20/08/24</p>	

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