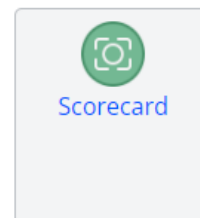


SCORECARD COMPLETION

- The scorecard should be completed by the learner before each review every **8-12 weeks**
 - *ask the learner to complete this before attending the review*
- During the review, **discuss the progress** against the scorecard and (if necessary) ask the learner to make any updates/corrections to their scores
 - *only the learner can edit their scorecard*
- The learner has the option to **add a learning journal** when completing the scorecard to evidence their understanding of each KSB, this is **not OTJ** and should be marked with the **category 'Scorecard completion'**
- Use the scoring criteria below to make sure the learners scores are accurate and on track



SCORING CRITERIA

- 0** No learning so far (**beginning of programme**)
 - 1** **Novice:** The apprentice is at the early stages of their learning journey and requires significant support and guidance to develop this knowledge, skill or behaviour
 - 2** **Developing:** The apprentice is making progress but still needs considerable supervision and assistance to perform tasks effectively
 - 3** **Emerging:** The apprentice is starting to demonstrate improved competence and understanding, but further development is needed before they can work independently
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- 4** **Progressing:** The apprentice is showing consistent progress and is becoming more proficient in their role. They require occasional guidance and supervision
 - 5** **Capable:** The apprentice has developed a solid foundation of knowledge, skills and behaviours and can perform tasks with minimal supervision
 - 6** **Proficient:** The apprentice consistently performs at a high standard and can handle complex tasks with limited guidance
 - 7** **Highly Proficient:** The apprentice consistently demonstrates a high level of proficiency and performs tasks effectively with minimal supervision, consistently meeting or exceeding expectations
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- 8** **Advanced:** The apprentice has advanced their skills and knowledge beyond proficiency, consistently demonstrating a strong level of independence in their role
 - 9** **Skilled:** The apprentice possesses a high level of skill and knowledge, consistently delivering quality work and contributing to the team's success
 - 10** **Ready for End Point Assessment:** The apprentice is fully prepared to successfully complete the End Point Assessment and achieve their qualification

