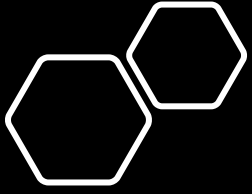


**Sheffield  
Hallam  
University**

# **Role of the Work Based Learning Coach**

**Lorna MacDonald  
WBLC (Health)**



# The Team

Currently 7 coaches for Health Degree Apprenticeships covering:

- Social Work
- Occupational Therapy
- Physiotherapy
- Healthcare science
- Diagnostic radiography
- Therapeutic radiography
- Advanced clinical practice (Level 7)

•Additional courses from semester 2 of 2022/23 academic year:

- Dietetics
- Sonography
- ODP

# Sheffield Hallam University



**INSTITUTE FOR  
APPRENTICESHIPS**

## Support Triangle



# Sheffield Hallam University

## The WBLC will:

- Support the apprentice from on-boarding activities through to the End Point Assessment.
- Work closely with academic staff.
- Develop relationships with our employer partners.
- Manage a process of three-way review (Tripartite review)
- Collaborate with the employer in making sure the apprentice has SMART targets that will help support the development of KSB's
- Help employers understand their obligation for OTJT and help the apprentice / employer to understand what constitutes OTJT.
- Support apprentice and employer should the need for a break in learning be needed.

# Apprenticeship Progress Reviews (APR)

- Take place in Maytas
- Tripartite discussion – virtual / face to face
- 4 a year taking place around every 12 weeks
- Support progress and involve action planning.
- Link the job role to the requirements of the apprenticeship standard.
- Monitor off the job training (OTJT)
- BRAG rate progress

# APR Process

Log in

**Sheffield  
Hallam  
University**

**T R I B A L**

[Forgotten Password?](#)

Save Details

Log in

# APR Process

At log in alerts that are due show in a pop up.

For the APR click the run data form.

# Sheffield Hallam University

The screenshot displays the Tribal | Maytas Hub interface. On the left is a dark sidebar with navigation options: Home, Messages, Reports, News, Employees, and Visits. The main content area shows a 'Data Collection and Skill Scans' pop-up window. The window title is 'Data Collection and Skill Scans'. The text inside reads: 'You have 4 data collection forms to complete. Please select a form and click Run Data Form to continue:'. Below this is a dropdown menu with the selected option 'XW for visit on 25 Mar 2022 - 23 Mar 2022'. The text continues: 'You are required to complete a Skill Scan for one or more of your associated learners. Please select a Skill Scan and click Run Skill Scan to continue:'. Below this is another dropdown menu with the selected option '03/11/2021 - Drew Barrymore - DTSP (SOFTWARE ENGINEER) - Framework:'. At the bottom of the pop-up are three buttons: 'Run Data Form', 'Run Skill Scan', and 'Cancel'.

## APR Process

- Paperwork has 3 sections  
Apprentice  
Coach  
Mentor
- When adding anything to Maytas please keep saving to ensure you don't lose the data (DO NOT SUBMIT)



Home Accessibility Mode: OFF

Education & Skills  
Funding Agency Apprenticeships

### Apprentice Progress Review (Review)

Learner:  Actual Review Date:

*Please review the information about this Progress Review and add your own comments in the Mentor / Line Manager Summary. Once that is complete, please sign-off and submit it. You can Save and return to the form later, if you cannot submit it immediately.*

**Grades and Apprentice comments on academic progress**

**Grades and Apprentice comments on academic progress**

*Latest grades (or append), Please confirm previous comments or update if required.*

---

**English / Mathematical skills**

*Reflection on how the apprenticeship programme is allowing you to develop or improve your English / Mathematical skills. For apprentices who are undertaking Functional Skills please note down your next key milestone / target.*

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## APR Paperwork – apprentice section

### Applied Learning

*Give examples of how module(s) learning has allowed you to fulfil and develop in your role. (Be specific – Improved performance, project management, new tasks etc.).*

### Apprenticeship Milestones

*Recognition of KSB development / Key areas of learning since last review. (Skills developed, impact at work, new learning).*

### Impact

*Do you have examples of work-based activity that you feel could be used in your portfolio? Think impact! – Use e-portfolio to log/store progress against KSBs.*

What? So what? Now what?

Structured reflection -

STARE / STAR – situation, task, actions, results, evaluation

Resources on PebblePad

Always link back to the KSB's

### Apprenticeship Impact and Information Resource

AIIR Theme

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- B - British Values & Prevent
- C - Careers information, advice and guidance
- E - Equality, diversity and inclusion
- O - Onboarding
- S - Succeeding in your off-the-job training
- W - Wellbeing and support

---

Reflect on how your awareness of the topic can support the development of your Knowledge, Skills and Behaviour, in relation to your own context, location or workplace. Think also of actions to drive experience and evidence from your workplace.

### Please indicate your satisfaction level with your Apprenticeship

Apprentice satisfaction

---

- 01 - Very Unsatisfied
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10 - Very Satisfied

---

## Coach Feedback

Work-based impact, application of learning from SHU course, general comments

Would the Apprentice benefit from a referral to an advisor (Academic, Support, Employability) or Course/Module Leader?

Benefit from referral

Agreed Targets

## Mentor / Line Manager Summary

*Within the summary please identify areas of focus for the next period. (Please refer to the Knowledge, Skills and Behaviours within the apprenticeship standard)*

**What impact has the apprentices learning had on the workplace?**

**What are the apprentice's development areas for focus over the coming period?**

**What specific actions will you take to support the apprentice over the coming period?**

**Please indicate your current satisfaction level with the Apprenticeship**

Mentor satisfaction

- 01 - Very Unsatisfied
- 02
- 03
- 04
- 05
- 06
- 07
- 08
- 09
- 10 - Very Satisfied

### Sign-Off Review

*When you have reviewed the information and confirmed that you are happy with it, please type 'Y' in the box below and submit. If you have any queries over the information, please contact your Coach.*

Employer sign-off

Employer username

Employer sign-off date

Apprentice sign-off

Apprentice username

Apprentice sign-off date

Coach sign-off

Coach username

Coach sign-off date

Once form is completed and you are happy with all sections add a **Y** and save. This adds your username to the form. Form is no longer editable.

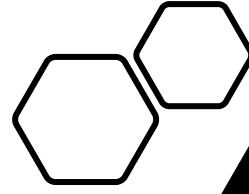
 Review Visit

 Save

 Submit



# Off the Job Training (OTJT)



Learning which happens outside of the normal day-to-day working environment.

OTJT Logs need to be checked and validated in Maytas

**Sheffield  
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University**

Duration Of Programme (weeks)

Learner Working Hours (per week)

Days per week

Days Holiday (Including bank holidays)

Learner Total Working Hours (per year)

Planned Hours Override

Off the job calculator

Total Duration of OTJ Activity

OTJ Hours Remaining

Home

Accessibility Mode: OFF

Please record off the job activity in the grid below

Line No	Date	Method	Duration (In Hours)	Who	Where	Validated By
0	01/03/2022 00:00	Classroom Training	5.00	RC	Home	Assessr
1	25/03/2022 00:00	Self-directed study	1.00	SDB	Journal Tab	Employ

Add Row

Save Cancel

The learner will have recorded their OTJT Log on a weekly basis. Choose the row that you would like verify and click the edit icon

Off The Job Training Editor

### Off The Job Training - Activity (In Hours)

Date	<input type="text" value="25/03/2022 00:00:00"/>	Duration (in hours) e.g. 1.5	<input type="text" value="1.00"/>
Method	<input type="text" value="Self-directed study"/>	Who	<input type="text" value="SDB"/>
Other Activity	<input type="text"/>	<i>Please record who led / supported the activity e.g. Self learning, supported by tutor, supported by manager</i>	
What have I learnt?	<input type="text" value="Criminology"/>	Where	<input type="text" value="Journal Tab"/>
		Validated By	<input type="text" value="Employer"/>
		<i>Your Tutor or Employer will</i>	<input type="text" value="Employer"/>

A pop-up screen will appear and there is a box named 'Validated By'.

Click on the box and click 'Employer',

*then click SAVE*



## Useful Links

<https://blog.shu.ac.uk/apprenticeship-resources/wp-content/uploads/sites/6/2022/05/Maytas-Hub-Mentor-Guide-V3.2.pdf>

<https://blog.shu.ac.uk/apprenticeship-resources/>

<https://www.instituteforapprenticeships.org/>