



Dear Parent / Guardian

Although we aim to treat all of the learners on our programmes as young adults and encourage them to take ownership of their own working lives and academic studies, we know that Parents and Guardians are often keen to continue to support young learners at this important stage of their lives. At Skillnet we encourage this type of support and offer a number of ways to you keep you informed of the progress that your son/ daughter is making.

The ways in which we aim to keep you informed of this progress are as follows:

### **College Block Reports**

If your son or daughters' learning programme requires them to attend college or other training facility they will receive regular college block reports detailing the progress they have been making. These blocks reports are sent to the learner and their employer. We would encourage you to discuss this report with them and help them identify any areas where they feel they may need additional help or support. If additional support is required this can be discussed in confidence with their Skills Coach or college Tutor.

### **College attendance and hotel accommodation**

We would request your support in ensuring that your son or daughter has read and understood the joining instructions for their college attendance, their code of conduct for their hotel attendance and understand our complaints and compliments policy which are all available within their induction pack.

### **Progress Review Forms**

Your son or daughter will be visited in their workplace by a Skillnet Skills Coach at least every eight weeks and this visit is in addition to any college attendance they may complete. During each visit the Skills Coach will complete a written progress review form which details the progress the learner has made since their last visit. We would encourage you to discuss the details on this form with your son or daughter. If you or they have any questions about the information contained within them you can call their Skills Coach or our head office team and someone will be happy to discuss this with you.

### **Personal discussions with your son/daughters Skills Coach**

If you are worried, or have any questions regarding any aspect of your son or daughters learning programme you can always contact their Skills Coach directly. Each Apprentice is provided with the contact details of their Skills Coach and it is recorded in their induction folder. You can always contact our head office team and we can arrange for the Skills Coach to contact you.

If there are issues that you believe may affect your son or daughters Apprenticeship then please do not hesitate to contact us. We are here to provide whatever practical, academic or pastoral support we can.

If you prefer our websites are also a useful source of additional information and depending on what programme your son or daughter is on, many of the most commonly asked questions are answered on these websites.

[www.skillnet.org.uk](http://www.skillnet.org.uk)

[www.ford-apprenticeships.co.uk](http://www.ford-apprenticeships.co.uk)

[www.daf-apprenticeships.co.uk](http://www.daf-apprenticeships.co.uk)

[www.scania.co.uk/apprenticeships](http://www.scania.co.uk/apprenticeships)

Kind Regards

The Skillnet Team