**Apprentice Name:**

**My role of Apprentice ………………… (enter job title) at ……………………………… (enter organisation)**

**Date (start of apprenticeship):**

**Reviewed and updated Date (Gateway):**

**KNOWLEDGE – VALUE OF THEIR SKILLS**

***Knows how they fit within their team and recognises how their skills can help them to progress their career (Give examples of how you help and support your team and include your organisational chart)***

**KNOWLEDGE – STAKEHOLDERS**

***Liaises with internal and external stakeholders and customers and/or suppliers from inside and outside the UK. Engages and fosters relationships with suppliers and partner organisations***

**KNOWLEDGE – POLICIES**

***Understands the organisation’s internal policies and key business policies relating to the sector***

**KNOWLEDGE – PROCESSES**

***Understands the organisation's processes, e.g. making payments or processing customer data***

***Understands how to administer billing, process invoices and purchase orders***

**KNOWLEDGE – EXTERNAL ENVIRONMENT FACTORS**

***Understands relevant external factors e.g. market forces, policy & regulatory changes, supply chain etc. and the wider business impact. Where necessary understands the international/global market in which the employing organisation is placed***

Signed:

Date:

Updated: