

Learner Progression

Statement: The Lean Hub must ensure that all efforts are made to progress the learner through the programme at the recommended rate and in compliance with NZQA regulations. We do this by:

- 1) Continuous progression checks on all learners;
- 2) Monthly learner progression communications to each learner;
- 3) Providing additional support as needed to ensure continued learner progression.

By fulfilling these requirements, The Lean Hub can ensure every effort has been made to keep all learners on the correct rate of progression through their programme.

Internal review process:

- 1) The Lean Hub checks learner progression through:
 - a. Keeping up to date attendance registers for any in-person training
 - b. Compiling two monthly learner progression reports showing the learner's completion status for each module:
 - i. An online learner progression report broken down into each task and observation relating to each module, and
 - ii. An in-person facilitation learner progression report created using the attendance registers as well as the record of learning in the LMS
- 2) The Lean Hub communicates the learner progression information by:
 - a. Sending the online Learner progression report to every active online learner, and
 - b. Send the in-person facilitation learner progression report to the point of contact within each actively engaged organisation.
- 3) The Lean Hub provides additional support by:
 - a. Providing contact information and availability for written feedback or video sessions (either as a group or one on one) with the online facilitator for online learners.
 - b. Providing contact information and availability for video sessions (either as a group or one on one) with the catch up facilitator for learners who have missed in person facilitation.
 - c. Offering self-led options to complete the assessments using the video learning resources to any in person learner unable to meet with the catch-up facilitator.