

Learner Progression Tracking Procedure

Approved: July 2025 | Review Due: July 2026

Purpose

This procedure sets out how Salt Training Ltd (STL) tracks learner progression into employment, further learning, or career development, and how outcomes data is used to shape delivery and inform quality improvement planning.

Scope

This procedure applies to all STL learners enrolled on funded adult learning programmes, including Skills Bootcamps, ESOL, Multiply, short vocational courses, and employer-led provision.

Key Objectives

- To evidence the impact of STL programmes on learner destinations
- To identify barriers to progression and provide tailored support
- To inform curriculum development and employer engagement
- To meet the monitoring requirements of funding bodies and stakeholders

Tracking Stages

Progression is monitored at five key stages:

Stage	Activity	Responsibility
At Induction	Learner completes baseline survey including career goals and prior attainment	IAG Officer / Tutor
Mid-Programme Review	Tutor records learner aspirations and readiness for progression in ILP review	Tutor / Delivery Staff
End of Programme	Exit interview or survey completed including next steps and IAG referral	IAG Lead / Tutor
3–6 Month Follow-Up	Contact learner by phone/email to confirm employment, further learning or job search activity	Data and Progression Lead
12 Month Follow-Up	Where possible, final check-in to assess sustained progression	Data and Progression Lead

Data Collection and Storage

- Progression data is collected via digital forms or telephone interview
- Information is stored securely on STL's Management Information System (MIS)
- Data includes destination type, job role, course type, sector, and employer name (if relevant)

Data Use and Analysis

- Termly dashboards summarise destination data by cohort, sector, and programme

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- Data is reviewed at Quality Board meetings to identify trends and barriers
- Insights feed into the Self-Assessment Report (SAR), QIP, and IAG service development

Support for Non-Progressors

- Learners not progressing are signposted to further support (e.g., employability coaching, additional training, or mental health support)
- Targeted follow-up interventions are recorded in learner support logs

Responsibilities

Role	Responsibility
IAG Lead	Oversee the progression tracking process and link to CEIAG delivery
Tutors	Record accurate next-step intentions and signpost learners appropriately
Data and Progression Lead	Maintain and report progression data, ensure GDPR compliance
Quality Team	Use data to support continuous improvement, SAR and QIP development

Review

This procedure will be reviewed annually to ensure alignment with ESFA, DfE and local authority funding requirements, and to reflect improvements in STL tracking systems.

Approved by: Kurt Salter

Position: Managing Director

Date: July 2025



Policy Owner: Managing Director

Stage of Approval: Approved

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