The trainee contacts their Educational Supervisor/DPE and advises them of when the Progress Report is due.

The Educational Supervisor/DPE logs on to the Basic Training Portal, selects their trainee, and completes the Mid-Year Progress Report or Annual Progress Report online tool.

The Educational Supervisor/DPE and trainee meet to discuss the completed report.

The Educational Supervisor/DPE submits the report online via the Basic Training Portal.

The trainee logs on to the Basic Training Portal and comments on the submitted report.

**Key:**
- Through the Basic Training Portal
- Educational Supervisor/DPE
- Trainee
- Both parties