



**Know Your Potential Consultancy Ltd**

# **LEARNER INITIAL ASSESSMENT PROCEDURE**





### Introduction

Initial Assessment takes into account:

- What prospective learners have already achieved – their attainment.
- What prospective learners should be able to achieve – their potential.

The key strategic aim of this policy is to ensure that Initial Assessment of learners is conducted in a comprehensive and consistent manner which ensures.

### Initial Assessment:

In accordance with the funding rules for providers, KYP will conduct an Initial Assessment with all learners that will demonstrate that:

- The individual requires significant new knowledge, skills and behaviours to be occupationally competent in the job role.
- The required training meets the funding rules relating to the minimum duration of the practical period and off-the-job training.
- KYP and the employer are satisfied that the apprenticeship is the most appropriate training programme for the individual; and
- The training programme aligns with an approved apprenticeship standard, at the most appropriate level, and recognition of prior learning has taken place.

### Initial Assessment of Essential Skills / Functional Skills.

All prospective learners undertake the BKSB Diagnostic Assessments in English and mathematics. When a learner completes the Diagnostic Assessments in English and maths, it provides them with an accurate level for reading, SPAG (Spelling, Punctuation and Grammar) and writing (English), and number, measure, shape, space, statistics and data (Maths). It also shows the distance they are from progressing to the next level. The results of these diagnostics are used to determine which level of English or mathematics learners would need to study if they are unable to provide evidence of equivalent qualifications.

- KYP informed by employer that they have an existing or new employee that they wish to undertake an apprenticeship.
- Employee completes KYP application form and submits to Quality and Compliance Manager to be checked for eligibility
- QCM checks learner details with Learner Records Service (LRS) to determine prior qualifications and transferable qualifications evidence and prints Personal Learning Record (PLR) if available.
- If employee is not eligible for apprenticeship funding QCM informs employer
- If employee is eligible for apprenticeship funding QCM instructs an assessor to meet with employee to continue initial assessment

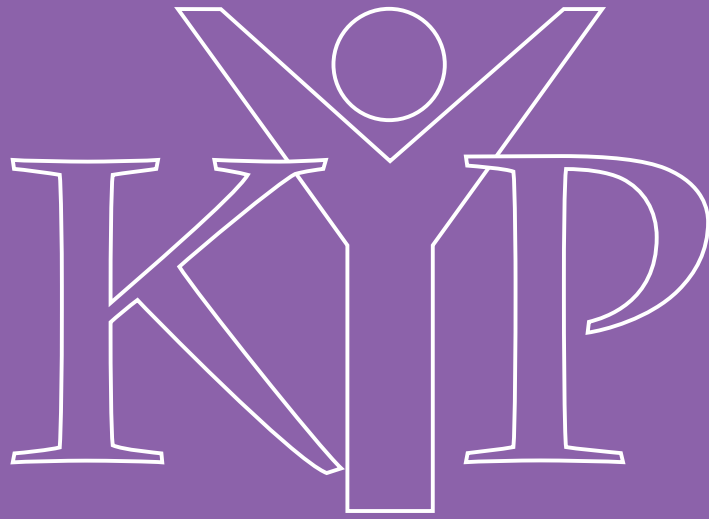
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- Assessor meets with employee and reviews the content of the application form and PLR, discussing previously achieved qualifications, completed learning and experience relevant to the apprenticeship that may reduce the training required.
- Employee is asked to bring any evidence of prior learning and qualifications to the meeting.
- A skills scan specific to the proposed apprenticeship is carried out with the employee to determine training and underpinning knowledge required.
- If employee does not have evidence that L2 maths and English have previously been achieved BSKB initial assessments are undertaken to determine current functional skills level and identify areas for improvement.
- If appropriate assessor completes learning agreement and planning document with employee, discussing skills development section and considering all initial assessment makes a recommendation regarding start of apprenticeship.
- If appropriate an induction to the apprenticeship is conducted and learning started.
- QCM reviews all initial assessment and induction documentation to determine if reduction in funding is required due to prior learning and relevant experience, further discussions with relevant assessor may take place to assist this process.

**This policy will be reviewed on an annual basis, or when statutory guidance changes, to ensure it continues to meet the needs of the organisation and its stakeholders**



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