



Apprenticeship Provision Initial Assessment Policy and Procedure

Initial Assessment is carried out with all prospective apprentices to ensure their eligibility and suitability for the Apprenticeship Programme and to determine which level of apprenticeship is the most suitable.

Completion of Initial Assessment will demonstrate that the potential apprentice requires significant new knowledge, skills and behaviours to be occupationally competent in the job role and that the chosen Apprenticeship is appropriate for the individual.

Employer eligibility is also carried out at this stage to ensure that the Apprenticeship Funding Rules are complied with.

Scope of Initial Assessment – Apprentice

Purpose

The initial assessment is a crucial step in the apprenticeship journey, ensuring that each apprentice begins their programme at the appropriate level, and that their individual needs and prior experience are considered. This process assesses the apprentice's knowledge, skills, and behaviours (KSBs) before the start of the apprenticeship and determines any additional support or adjustments required.

Objectives of Initial Assessment

Assess Prior Knowledge and Skills: Identify any prior learning, qualifications, or work experience relevant to the apprenticeship standard to avoid duplication and ensure an appropriate starting point.

Identify Learning Needs:

Apprentices are asked to declare any learning support needs they feel they may have. These are then discussed on an individual basis with the apprentice and where appropriate changes and additional support will be provided.

Where this does not impact on their ability to complete the Apprenticeship no funding will be sought.

Apprentices with identified learning difficulties or disabilities (such as dyslexia, ADHD, or other special educational needs) that may affect their ability to complete the apprenticeship without additional support then further detailed assessment will be carried out to determine specific support needs. Where these are identified then an individual plan will be agreed with the apprentice and funding claimed.



Compliance with ESFA Requirements:

Ensure the apprentice meets eligibility criteria for the programme, including having a suitable job role and an apprenticeship agreement in place.

Skills Scan

A thorough review of the apprentice's current skills, knowledge, and behaviours in relation to the apprenticeship standard. Identification of gaps in knowledge or areas for development.

Ensuring the apprentice has the capacity to develop in the chosen area and can achieve the required KSBs by the end of the apprenticeship.

Each potential Apprentice will complete a Skill Scan which measures their current level of knowledge, skills and behaviours against the requirements set out in the Apprenticeship Standard.

The Skill Scan has been designed to group linked knowledge, skills and behaviours. This is completed by the potential apprentice with employer support who grades each section 1 to 10, with 1 being no knowledge, skills, behaviour and 10 being fully competent in that section.

When the Skill Scan is complete the analysis will show where prior learning and experience exists and how much time is normally allocated to this learning in the apprenticeship; it will automatically show what deduction in time and cost needs to be made in relation to the prior learning and experience.

The results of the Skill Scan are discussed with the potential apprentice and the employer, explaining what, if any areas of the Apprenticeship Standard do not need to be covered because of the prior learning and experience and as a result proportionate time and cost reductions are agreed.

Where prior learning and experience is identified the individual learning plan will reflect this and is agreed with the apprentice and employer.

If a Skill Scan shows high levels of prior learning and experience across the whole of the Apprenticeship Standard then advice, guidance and signposting to suitable alternative provision will be given.



English and Maths Assessment

Prior qualifications in Maths and English are checked on the potential apprentices Personal Learning Record. Regardless of whether Maths and English qualifications are held all potential apprentices as required to complete a BKS initial assessment.

For those with English and Maths Grades 4 or Grade C and above, who are not required to achieve Functional Skills Qualifications, this will determine whether any further support and help is required. If this is identified this will be reflected in their personal Training Plan.

Apprentices who do not hold relevant Maths and English qualifications will study and take the appropriate Functional Skills. A training plan will be designed for these qualifications and extra specialist support provided.

Minimum entry requirements would normally be an initial assessment result of Entry Level 3 for the NDT Operator Apprenticeship and Level 1 for the NDT Engineering Technician. If apprentices fail to meet the minimum requirements for Maths and English, we will explain that they will need to resit their Maths and/or English assessments to meet the minimum requirements for their apprenticeship.

If the apprentice doesn't meet the minimum requirements, we will provide clear, supportive advice that helps them understand the next steps and the support available, also signpost the apprentice to a range of resources and support services available.

Previous Qualifications and Experience

Consideration of any prior academic qualifications, certifications, or job roles that may exempt the apprentice from parts of the standard (Recognised Prior Learning – RPL). Verification of certificates and formal qualifications.

Apprentice Motivation and Career Aspirations

Exploration of the apprentice's goals, career plans, and motivations for undertaking the apprenticeship. Understanding how the apprenticeship aligns with their long-term career path.



Apprenticeships

Learning Styles and Preferences

Identify the apprentice's preferred learning styles to tailor delivery methods effectively, ensuring a more engaging and supportive learning experience. Consideration of any additional support needs (e.g., dyslexia, additional time for assessments).

Job Role Suitability

Confirmation that the apprentice's job role aligns with the apprenticeship standard and provides opportunities for them to develop the required skills, knowledge, and behaviours. Checking that the apprentice's employment contract meets the legal minimum for apprenticeships, including wages, working hours, and the apprenticeship duration.

Transfer Apprentices

Apprentices who are transfers on the same Apprenticeship Programme from another provider will undergo the same Initial Assessment process as any other new potential apprentice.

Eligibility and qualifications will be checked, a Skill Scan will be completed and Maths and English and learning support assessed.

The Skill Scan will identify the progress the apprentice has made to date and where possible any evidence they can share will also be considered. If little progress has been made a decision will have to be taken whether it is viable for the apprentice to transfer with the funding left available.

Wherever possible Lavender International will take a transferred apprentice even if they require more time on programme to complete than the available funding will cover.



Scope of Initial Assessment – Employer

- Employment arrangements and wages
- Apprenticeship agreement
- Employer Agreement, Skill Scan and Costs
- Employment Arrangements and Wages

Before proceeding with an Apprenticeship discussions are held with an employer to ensure the working arrangements are suitable for the chosen apprenticeship. These include:

- Working hours, wages and contract of employment
- Location of work (at least 50% of working hours in England)
- Commitment to 20% off the job time for the apprentice
- Provision of appropriate work for completion of the apprenticeship
- Provision of supervised work experience hours required by the mandatory qualifications
- Commitment to allow the apprentice to attend Lavender Training School for further training and examination of mandatory qualifications and to pay for any associated travel and accommodation costs
- commitment to attend progress reviews and support the apprentice

Apprenticeship Agreement

An Apprenticeship Agreement must be in place and signed by the employer and apprentice

Employer Agreement, Skill Scan and Costs, Prior to an Apprenticeship starting discussions will take place with the employer to ensure they fully understand all aspects of the Apprenticeship programme and their role and responsibilities.

Employers are required to read and sign the Apprenticeship Agreement which details the responsibilities of all the parties and outlines funding requirements.

The outcome of the Skill Scan is discussed and agreed with the employer. If as a result of the Skill Scan there is any reduction in programme content, duration and price this is noted, discussed and agreed.

The final cost of the Apprenticeship Programme is broken down and discussed and agreed with the employer against the five key areas of:

- Initial Assessment
- Off the Job training
- Materials and Consumables
- Peripheral costs
- Governance, Management and Administration