**Initial assessment process**

**Purpose of this process**

Juice Talent Development Limited will ensure that every apprentice benefits from a comprehensive and impartial initial assessment and enrolment process that clearly identifies current learning needs. The information produced by this process will inform the apprentice’s Commitment Statement and plan of training, and will help us to agree with the employer the appropriate amount of funding to support the delivery of the apprenticeship.

Eligibility checks for every apprentice include an assessment of prior learning which is assessed by checking current knowledge, work experience, skills, behaviour and any educational and professional qualifications that are relevant to the apprenticeship standard. This will ensure the apprenticeship provides opportunities for substantive and significant new skills to be developed during the apprenticeship.

**How our process works**

Our initial assessment process aims at producing accurate and effective initial assessment results. It takes the following key steps: by:

1. make sure our employer clients understand the importance of validating programme eligibility and using effective initial assessment tools;
2. explain to apprentices why they need to go through the process and the benefits it will bring them;
3. remain focussed on the ESFA funding regulations and making sure they are strictly adhered to:
4. use a range of evidence to inform the process including the apprentice’s Personal Learning Record in the Learner Records Service and any certificates currently held;
5. thoroughly explore (through discussion with the apprentice and their line manager, where appropriate) the apprentice’s current occupational skills, knowledge and behaviours and use a scoring system to establish their levels against the assessment criteria, and any skills gaps, in the apprenticeship standard;
6. assess the apprentice’s English and maths skills prior to enrolment to establish their current working levels;
7. identify any additional support and/or reasonable adjustments required for learning or support needs;
8. contact NARIC when an apprentice provides certificates from overseas institutions that might have relevance to the apprenticeship standard;
9. use all the information collected to ensure the apprentice is offered the most appropriate apprenticeship standard for their job role and level;
10. adjust the plan of training to reflect any skills, knowledge and behaviours that the apprentice already holds, to recognise any prior learning to avoid over-teaching or re-teaching;
11. ensure that all gaps in skills, knowledge and behaviours identified in initial assessment are clearly addressed in the apprentice’s learning plan;
12. ensure appropriate feedback is given to the apprentice and that the initial assessment results are appropriately recorded;
13. negotiate with the employer an appropriate funding amount that reflects all prior learning;
14. capture the results of initial assessment, the agreed funding and the personalised plan of training in the Commitment Statement.

**Responsibility for this process**

The Director of Professional Development has overall responsibility of this policy. It is also the personal responsibility of each member of the Juice team to ensure the initial assessment process is fully followed when working with apprentices.

**Review of this process**

**Review of this Policy**

The effectiveness and validity of this policy was last reviewed in January 2023 and revised as appropriate. This policy will expire 31st December 2023 and will be reissued 1st January 2024 after appropriate review.

Policy signed by:



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**Matt Trott – CEO & Founder**

January 2023