**Involve Selection Ltd / Vocate Training**

# Initial assessment of academic and occupational prior learning process &

**Functional skills assessment process**

## Academic & occupational prior learning

Involve Selection undertakes a 6-stage process to assess prior learning.

This follows the below stages broken down by academic prior learning as well as occupational learning:

## Academic

* Initial applicant conversation as documented by Involve Selection Ltd application form / applicant general interview questionnaire to assess previous academic and or vocational qualifications.
* This information is then compared against the applicants CV
* After passing this stage all applicants will have to undertake mandatory prior learning skills scans built around the candidate’s occupational skill set (*occupational form*) as well as their general competency (*competency form*) of the chosen apprenticeship.
* This information is then set against the applicant’s personal learner record for a greater understanding of their academic prior learning.
* If any significant academic prior learning is found Involve Selection Ltd will discuss with the employer about reducing the apprenticeship training fee.

## Occupational

* In the case of potential significant occupational learning, Involve Selection Ltd will take into account the length of the candidate’s employment set against their occupational understanding (*occupational form*) as well as their competency understanding (*competency form*) against their chosen apprenticeship standard. If any significant occupational learning is found Involve Selection Ltd will discuss with the employer about reducing the apprenticeship training fee.

## Functional Skills

**Involve Selection undertakes a 4-stage process to assess functional skills need:**

1. Initial applicant conversation as documented by application form / applicant general interview questionnaire to assess a candidates previous Maths and English GCSE qualifications
2. This information is then compared against the applicants CV
3. This information is then set against the applicant’s personal learner record for a greater understanding of their Maths and English GSCE academic prior learning.
4. If the candidate achieved less than a grade C / 4 in either subject, they would then have to undergo functional skills training.