

## Initial Assessment Process

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Copy of your process for performing initial assessments of apprentices prior learning

Park Education and Training Centre invite apprentices to fill in an application form through their employers. The application form has within it the provision for the apprentice to indicate

Prior Attainment (please tick your highest qualification achieved regardless of subject) and

also the apprentice should state relevant Qualifications held: such as GCSC Maths, English others with grades

Functional skills Maths, English, ICT

The apprentice will now complete a BKSB initial assessment and skills scan for the vocational area they are interested.

The feedback/result of the initial assessment is recorded in an individualized learning plan (ILP) and used to set targets. Within 4 weeks of enrolment the apprentice is also required to do a diagnostic assessment

Apart from the above, Park Education will use other method to assess the apprentices such as using a Skills Scan as initial assessment. This is to evaluate their vocational area, description of skills, evidence of skills and how they are going to achieve the task.

We will have a face to face interview to ask questions to evaluate their prior skills, knowledge and qualifications to decide the most suitable course in accordance with their previous skills.

The apprentices will be asked to complete a personal statement during their initial assessment to find out their intention and reason for selecting the particular standards or frameworks.

We will evaluate their prior skills, knowledge, experience and qualifications against the skills knowledge and understanding in their proposed standards.

Park Education will assess the apprentices prior learning to establish the starting point in order to find out the extent of apprenticeship training content required for the apprentices.

Park Education will complete the following

**Skill Area:** We have used headings from the Skills Guide, so there is not much to add here. We would encourage the apprentices to think though any additional skills areas not covered, specifically any technical skills that are particularly relevant to them. They can add extra skills area headings at the end.

**Skill Description:** We will use the Skills Guide and their supporting information to define each specific skill that they required in their apprenticeship training and

other activities with Park Education. Apprentices can add as many skills in each area as they think is necessary and keep adding more rows to the table.

Evidence of Skill: Record activities, experiences or events they played a part in that shows your ability in each particular skill. It may be they have already lots of experience in an area.

Then they will be ask to do a Diagnostic assessment

## SKILLS MATCH FORM

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<b>CANDIDATE</b>		<b>SHEET NO.</b>	
<b>NVQ TITLE</b>			

UNIT NUMBER	HOW OFTEN DO YOU DO THIS ACTIVITY? (Indicate with ✓)			HOW STRONG ARE YOUR SKILLS IN THIS ACTIVITY? (Indicate with ✓)			READY FOR ASSESSMENT
	OFTEN	SOMETIMES	NEVER	STRONG	FAIR	NEED DEVELOPMENT	(Indicate with ✓)

TRAINING DEVELOPMENT I NEED	
<b>DESCRIPTION</b>	<b>DATE</b>



Language barrier

Requirements identified

<input type="checkbox"/>	Physical aids
<input type="checkbox"/>	Mechanical aids
<input type="checkbox"/>	Technical aids
<input type="checkbox"/>	Extra time for assessments
<input type="checkbox"/>	Specifically devised / adapted assessments
<input type="checkbox"/>	Additional learning / training needs

Signature of Candidate \_\_\_\_\_ Date

Signature of Assessor \_\_\_\_\_ Date

**PARTICIPANTS' SIGNATURES LIST**

Team	Print Name	Signature Used		Date
		Initials	Full signature	

CANDIDATE				
ASSESSOR(S)				
IQA				

**Policies and Procedures**

I confirm that:

- I have received induction training during which the centre policies and procedures were explained.
- I have received copies of the following policies and procedures

Equal opportunity and Diversity Policy  
Special assessment Requirement Policy  
Assessment and Appeals Procedures  
Confidentiality and security policy  
Health and Safety Policy  
Harassment and Bullying Policy

I am aware that I can contact the internal Quality Assurer if there are any issues which I would like to raise concerning my training.

\_\_\_\_\_  
Signature of candidate

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Assessor/Tutor

\_\_\_\_\_  
Date

The above completed forms will be analysed by the Park Education's academic department and assessors will be use this complete form to prepare the ILP.