



WMC Training Initial Assessment Process statement

Last updated: October 2021 review date: October 2022

Overview:

WMC Training is committed to providing a clear, robust, and fair initial assessment process to enable us to properly ascertain and identify the correct level of support to individual learners.

The initial assessment takes place prior to enrolment, during an initial information advice and guidance session. This session consists of a presentation outlining all aspects of the Apprenticeship program. Learners are under no obligation to enrol onto a program once initial assessments are completed.

Initial assessments are a vital tool to ensure learners are provided the highest standards of accurate IA&G to make an informed choice to come onto program.

When and how Initial assessments are used:

Initial Assessment is carried out with each Apprentice on an individual basis to ascertain his or her academic ability before the training programme commences.

Prior to enrolment each Apprentice and employer will complete several documents to ensure the apprenticeship is firstly the correct route for both employer and prospective apprentice and secondly to ensure the prospective apprentice is on the correct Apprenticeship and level for their job role and ability. The documents consist of:

- Employer pre-enrolment form
- Apprentice pre-enrolment form
- Maths and English initial diagnostics

The Maths and English diagnostics are carried out using 'For Skills' initial assessment and diagnostic tools with individual login details.

Prospective apprentices, results will be kept online, and a decision will be made as to which how we will proceed with functional skills Maths and English. In all cases level two functional skills are offered.

The pre-enrolment books along with the Maths and English diagnostics will be analysed by the Learner Well-being Officer to ensure the apprenticeship is the correct route for the individual and further that the prospective apprentice is enrolling onto correct apprenticeship for their job role and at the correct level for their ability.

The Learner Well-being Officer will deliver a presentation at this time to all new prospective Apprentices to outline how the apprenticeship will work and the commitment required to enrol onto the chosen Apprenticeship.

Prior learning and exemption for Functional Skills:

Learners are requested to bring evidence of prior learning which may exempt them from functional skills to the session.

Functional Skills assessments are carried out even in cases where evidence is provided to the assessor and results stored in learner file.

To exempt learners from functional skills original certificates must be seen by the administration team. Photocopies of certificates are required to exempt learners from functional skills and must be submitted with the pre-enrolment information prior to sign up.

Prior knowledge, skills, and behaviours:

Prospective apprentices complete a pre-enrolment booklet that captures prior knowledge, skills, and behaviours, this is analysed for price negotiation and to ensure the learner is enrolling on the correct apprenticeship at the correct level.

During enrolment sessions with the tutor the pre-enrolment booklet is used to create an individual learning plan that will incorporate any prior knowledge, skills, and behaviours including how to progress prior knowledge to incorporate stretch and challenge.

What can we learn from initial assessment?

Initial assessment is the first step in the processes of:

- **Negotiating learning.** The initial assessments inform the process of negotiated learning, where Assessor and learner meet to identify needs and to plan and agree what they hope to achieve
- **Continuous assessment.** Equally important is the process of reviewing progress at regular intervals, and giving and receiving constructive feedback – again, central to improving own learning and performance
- **Developing a relationship.** Initial assessment should help Assessor and learner to get to know each other and to begin to build trust and cooperation.

Initial Assessment can therefore help us to identify:

- **The learner's learning needs** – what they need to learn – which aspects they need to improve
- **Their support needs** – how will they best learn. This involves both ways in which the learner is likely to learn most happily and

For further information about the initial assessment tools used visit:
<https://www.skillsforward.co.uk/skillsbuilder/>

