



## **Apprenticeship Initial Assessment Process**

CALAT recognises that planning a learning programme for an apprentice needs to be specific to the individual's past learning and work experience and to the job role they are performing. The components of the learning programme and the methods of delivery will vary according to the needs of the apprentice.

A thorough and personalised initial assessment process is key to ensuring a well- planned apprenticeship what will comfortably fit the apprentice and their employer and therefore maximise achievement.

At initial application stage the apprentice gives the reasons for wanting to complete the apprenticeship and a brief overview of their experience and qualifications. Where the apprentice is an existing member of staff the line- manager is asked to confirm their support for the apprenticeship and to provide an up to date Job Description for the apprentice's role.

All apprentices will have an interview with an experienced assessor who is vocationally competent in the appropriate sector. The Assessor will access the individual's personal learning record to ensure that all previous qualifications are reviewed. The assessor may use NARIC to evaluate any overseas qualifications that are relevant to the apprenticeship. The assessor will review the apprentice's existing qualifications and identify where these cover aspects of the apprenticeship knowledge requirements. The assessor will question the apprentice to ensure this knowledge is still current and valid.

The apprentice will complete a skills scan with the assessor indicating their level of competence, understanding, experience and confidence in all areas of the apprenticeship standard or the framework qualifications. This enables the apprentice and assessor to identify the gaps in the apprentice's skills and knowledge and to produce a learning plan that will address this.

The assessor will explore the apprentice's motivations for completing the apprenticeship and discuss any issues that may impact upon achievement of the apprenticeship, identifying and strategies and approaches that need to be introduced to ensure successful completion of the apprenticeship.. The assessor will also meet with the line-manager to discuss how any projects and work tasks can contribute to the apprentice's learning. The assessor and the apprentice will agree a programme of study including clear deadlines. This programme will form part of the apprentices Personal Learning Plan and will be reviewed regularly by the apprentice, the line-manager and the assessor.