

UNIVERSITY OF BUCKINGHAM

INITIAL ASSESSMENT POLICY

Purpose

The University of Buckingham ensures that all apprentices receive a non-discriminatory initial assessment and enrolment that identifies their learning needs and skills gaps in order that an accurate and realistic Commitment Statement can be agreed, as well as the agreed funding amount 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, skills, behaviour and any educational and professional qualifications against the apprenticeship standard by measuring where they are against each outcome and ensure substantive and significant new skills will be achieved during the apprenticeship.

We also download, review and retain a copy (where available) of each Apprentice's Personal Learning Record from the Learner Records Service.

Where further clarification is needed a professional discussion with the apprentice takes place with the LTA to establish levels of knowledge, skills and behaviours.

To achieve this aim and to calculate prior learning we:

- Use interviews and discussions to involve the apprentices in the Initial Assessment process
- Use a range of evidence in the Initial Assessment process
- Use approved and accredited Initial Assessment activities
- Identify occupational skills
- Identify apprentices' Functional Skills requirements
- Identify any exemptions for any part of the Apprenticeship Standard from prior education, training or associated qualifications in a related subject area
- Identify any additional support / reasonable adjustments required for learning or support needs
- Identify work experience particularly where the apprentice is an existing employee
- Identify any previous apprenticeship undertaken
- Use the information collated to place apprentices on the level of programme most appropriate to their needs and job role
- Give feedback to all apprentices on the outcome of the activities and Initial Assessments
- Record all gathered information on the appropriate documentation

Scope

- All apprentices enrolling on the University's apprenticeship programmes must have all checks completed prior to the apprenticeship start and agreed with the employer. This is recorded and funding adjusted as necessary in the following steps.

Responsibilities

The Quality Assurance Team

Are responsible for:

- Ensuring that all documentation meets the requirements of the ESFA
- That all staff undertaking enrolment and Initial Assessment have been appropriately trained

The Apprenticeships Manager

Is responsible for:

- Carrying out initial eligibility checks, based on ESFA funding eligibility requirements with the learner and employer at the initial discussion.
- The job role is appropriate for the identified Standard and how an apprenticeship will fulfil the needs of the learner and the employer based on the skills analysis conducted with each learner
- A copy of the Contract for Services is also shared with the employer for initial review and agreement
- Agreeing the Total Negotiated Price with the Employer
- Ensuring all documentation is completed correctly and fully reviewing all eligibility criteria before an apprentice can be funded and identifying the correct funding stream (Levy or Co-Investment, or Fully Funded)
- Manage the ILR process to ensure that funding is correct for each individual apprentice, claimed timely and that Funding & Monitoring reports are checked and cleansed monthly
- Ensuring that the correct Total Negotiated Price is transferred to the University's finance system
- Conduct internal audit checks across the marketing, admissions and on-boarding and induction process to ensure compliance to ESFA funding rules
- Filing a report of findings to the Quality Assurance Office

The Admissions Team

Are responsible for

- Checking Eligibility and documentation

The School of Study

Are responsible for:

- Identify which areas of the Standard will provide the apprentice with substantive new knowledge, skills and behaviours
- Allocating apprentices to Learning and Development Coaches and study weeks
- Inviting apprentices to Induction
- Sending out and supporting completion of the Digital Account where an Employer is Levy funded
- Set up Moodle account including the 20% off the job tracker

The Learning & Development Coaches

Are responsible for:

- Delivering the learning as identified by the occupational skills and prior learning analysis based on new knowledge, skills and behaviours, measuring progress and planning and ensuring that the requirements of the 20% off the job are met