

Initial Assessment Policy

General policy statement

Welcome Skills is committed to offering a non-selective and inclusive provision to ensure that all potential Learners have access to some form of training/qualification, which will lead to an appropriate progression route, either with Welcome Skills or another provider.

To achieve this commitment, Welcome Skills aims to accurately identify what each Learner needs to learn and be aware of any support requirements that he or she may have. This assessment process will commence at initial contact, on induction and through the first few weeks of qualification. The purpose is to enable us to design a learning plan that reflects the Learner's specific needs and ensures that each individual gets the most out of his or her learning programme.

Considerations

At each stage of this process, information, advice and guidance will be given to both the learner and employer (if applicable), to ensure that the Learner starts on the most appropriate qualification apprenticeship standard

When identifying what Learners need to learn we consider:

- Their career aspirations and relevant abilities and skills.
- The most appropriate starting level on a learning programme.
- What their knowledge and skills are on entry to training.
- Any barriers to learning and what support could be offered.

The initial assessment process gathers information on each Learner's career aspirations, suitability, their qualifications and achievements, aptitude and potential, prior learning and experience, basic skill levels, learning needs, any learning difficulties, interests and job role.

Assessment strategy

Our strategy is that:

- Learners are fully involved in the initial assessment process.
- Learners understand the benefits of what they are being asked to do and how the information is used.
- Recommendations are made on how learning requirements will be met and agreed.
- Constructive feedback is given in a positive and encouraging way.
- Learner's views are collected on the interview and induction process.
- The initial assessment process is explained to each Learner.

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Initial Assessment Policy	July 2022	3	K.Hussin



WELCOME SKILLS

- Assessment methods are monitored to ensure that they are effective and do not discriminate against Learners.
- Outcomes of initial assessment of basic skills are recorded and made known to the Learner and form part of the learning plan.

See also Initial Induction and Assessment Checklist

DOCUMENT NAME/LOCATION	Date Produced	Version Number	Authorised By:
Initial Assessment Policy	July 2022	3	K.Hussin