



**INITIAL ASSESSMENT
& SKILLS SCAN
POLICY
V1 FEB 2020**

Initial Assessment

SBA Nationwide Ltd seeks to ensure that our Apprentices do not duplicate learning and avoid unnecessary learning, where they can demonstrate their ability to meet the required learning within a unit or qualification. Apprentices able to demonstrate that they can meet all the learning outcomes and assessment criteria in one or more units, can claim achievement of applicable unit(s) by producing valid, authentic, sufficient and reliable RPL evidence.

Our process

Basic eligibility

Prior to enrolment basic eligibility checks are completed in line with ESFA requirements for funding, including; age, hours worked, employment status, residency criteria, place of work and right to work in the UK.

Job role suitability

Prior to enrolment, a detailed job role discussion takes place against the requirements of the relevant standard or framework, to ensure the Apprentice's job role is suitable for the Apprenticeship framework or standard to be undertaken.

Assessment of prior learning and qualifications

As part of our application process, Apprentices provide details of their job role and any relevant qualifications achieved (including maths and English). This is compared to the Apprentice's Personal Learning Record from the Learning Record Service and where relevant, proof of equivalency is sought from UK Naric for international qualifications. Any conflict between the declared qualifications and the content of the learning record service is resolved through discussion with the Apprentice.

Within the application the Apprentice is asked to confirm if they are currently studying. This is cross checked against the learning record service and any indications that the Apprentice may be currently studying any other DFE funded programme is resolved prior to the Apprentice starting on programme.

Where there is overlap or similarity between any modules/units or qualifications previously undertaken and the requirements of the Apprenticeship, an adjustment is made as detailed below.

Assessment of prior knowledge skills and experience

A skill scan is completed against each element of the knowledge, skills and behaviour requirements of the Apprenticeship, in order to assess the Apprentice's current level of competency and any prior knowledge, skills, or experience that would enable them demonstrate competence against particular elements. A scale of 1 to 10 is used for each element, where 1 = no knowledge or experience, and 10 = fully competent. Where an Apprentice scores less than 4, they are deemed to require all teaching and learning associated with that element. A score of 7 or more would indicate that no teaching or learning is required for that element. For scores of 4 to 7 a sliding scale is used to determine the level of teaching and learning required.

For scores of 4 or more on the skill scan, an adjustment is made as detailed below.

Average Score based on the Skill Scan	% of funding claimed	Reduction in Expected content and duration
Less than 4.0	100%	0 %
Between 4.0 and 4.9	90%	10%
Between 5.0 and 5.9	80%	20%
Between 6.0 and 6.9	70%	30%
7.0 or More	Nil	Ineligible

Assessment of the Apprentice's starting point for maths and English

BKSB initial assessment of maths and English is completed for each Apprentice as part of the application process. This is used to determine the Apprentice's starting point and in conjunction with information about prior attainment, the Apprentice's suitability and eligibility for functional skills at level 1 or 2.

Adjustments to the Apprenticeship programme

Where there is overlap or similarity between the Apprenticeship to be undertaken and any qualifications already studied or achieved, an adjustment is made to the content, price and duration of the Apprenticeship programme.

Where possible, the overlap is calculated based on the number of credits already achieved, compared to the total credits associated with the Apprenticeship. Where this is not possible, it is referred to the relevant subject matter expert for that particular sector (usually the learning quality improvement coach) to assess the percentage of overlap (percentage of the Apprenticeship that will not need to be completed).

Where an adjustment is required based on the prior knowledge, skills and experience of the Apprentice as identified through the skill scan, the percentage overlap is determined via the skill scan calculator.

Impact on Price, Content and Duration

Price

The price of the Apprenticeship is adjusted proportionately to the percentage overlap. I.e. if the overlap is 20%, the training price will be reduced by 20%

Content

All planned activities are mapped to the various elements (knowledge, skills, behaviour, and any units and elements of mandatory qualifications) of the Apprenticeship. Where competence or partial competence is identified for particular elements, the activities mapped to those elements will be reviewed and adjusted or exempted accordingly, which in turn will reduce the off the job hours associated with those activities. The mapping from activities to the requirements of the Apprenticeship is updated automatically to show any exempt activities. A gap analysis is provided to ensure the full occupational profile and all remaining elements of knowledge skills, behaviour and any mandatory qualifications are addressed as part of the Apprenticeship programme

Note. The personal tutor may at their discretion and in agreement with the learner still deliver up to the full content of the Apprenticeship programme in order to ensure currency of knowledge and to enable the learner to demonstrate mastery. However, any off the job hours that should be reduced in line with the above will not be funded and will not be included when determining learner eligibility

Duration

Where prior learning, knowledge or skills are identified, we will either: -

- Reduce the duration in line with the overlap identified. i.e. if the overlap is 20% the duration of the practical period of training would be reduced by 20%
- Reduce the off the job training hours required then re-plan the remaining off the job training activities over the original duration of the programme. In all cases ensuring that there are sufficient off the job training hours remaining to ensure the Apprentice is still eligible based on the requirement to spend at least 20% of their paid hours on off the job training activities over a minimum of twelve months.

Eligibility

If any of the following apply, the Apprentice will be deemed to be ineligible for the Apprenticeship: -

- The Apprentice fails to meet any of the basic eligibility criteria
- The Apprentice's job role is not suitable and does not cover the full breadth of requirements of the Apprenticeship in terms of the knowledge, skills and behaviours required
- The Apprentice is currently studying another programme
- The Apprenticeship is at the same or lower level than a qualification already held and is not materially different
- The Apprenticeship will not allow the Apprentice to acquire substantive new skills
- There are insufficient off the job hours planned to require the Apprentice to spend 20% of their paid hours on off the job training over a 12 month period
- As a result of making adjustments for prior learning, either:
 - the planned duration of the practical period (excludes EPA) is less than 366 days, or
 - The off the job hours required to complete the remaining planned activities within the Apprenticeship are less than 20% of their paid hours worked by the Apprentice