Initial Assessment Policy

Reviewed by Andrew Friesen, Director of Curriculum and Quality

Authorised by Kevin Vashi, Managing Director

Version date: 3/8/23

Review schedule: 3/8/24 or in line with operating procedure and/or legislative updates/requirements

Person/s responsible: SLT, all management and staff

Signed Andrew Friesen

Director of Curriculum and Quality

Signed K Vashi

Managing Director

Contents

Policy Statement

Netcom Training Ltd is committed to providing a high-quality experience for all learners and to provide value to funding partners. The Initial Assessment policy and procedures apply across all learning programmes to determine the prior and current level of knowledge and skills of applicants to support the eligibility and suitability requirements of the intended course of study. Learners are enrolled onto programmes of learning that are designed to equip them with the support to achieve their learning objectives.

Procedures

All applicants to company learning programmes will be required to provide evidence of prior attainment. Where copies of certificates are not available, a Personal Learning Record will be accessed via the Learning Records Service. Applicants holding overseas qualifications will need to provide a certificate or letter from the UK National Agency for international qualifications (ENIC) for Netcom Training Ltd to check for equivalency.

Regardless of prior attainment, applicants are required to complete initial assessments in English and Maths and IT where applicable as part of the enrolment process before starting their course. The results are used to inform the content of individual learning plans (refer to the company English and Mathematics policy for further detail).

There is an expectation that learners should be at Level 2 or higher to meet the general requirements of a Level 3 or equivalent course/qualification. The minimum numeracy and literacy requirement for enrolment purposes is Level 1, based on an overall assessment of suitability, including a check on prior attainment of English and/or Maths qualifications and management approval. Minimum requirements for skills levels is to ensure no learner is disadvantaged whilst undertaking one of our programmes.

All applicants, irrespective of the particular learning programme of interest to them will be assessed for suitability based on the overall commitment required of them over the course duration, personal career goals and aspirations, individual learning needs and any learning difficulties, the extent of their IT user and technical skills, where relevant and general attitude and behaviour. Applicants not meeting course entry requirements or deemed to be unsuitable based on this criteria will be signposted/referred to alternative learning where appropriate.

Following the initial assessment activity, successful applicants are additionally required to complete a personal and technical skills analysis to inform the content of learning plans for the relevant programme. Areas requiring development will be discussed between individuals concerned and company training delivery staff and progress reviewed at scheduled intervals later on in the programme.

The results of initial assessments are used to ensure learners' support requirements are met through diverse teaching and learning strategies, including the use of

resources identified at diagnostic assessments of English, Maths and IT skill levels. They will also support the planning of further IAG and employability support activity. Delivery of learning staff will be made aware of learner profile data to develop effective individualised learning plans and monitor and track progress against key objectives..

Monitoring/review

The policy will be reviewed on an annual basis to support the measuring and impact of processes relating to the initial assessment of applicants and learners or in light of any major operating procedural changes.