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**apprentice Initial Needs Assessment**

*Information for apprentices:*

*The University is required to work with you before you begin your apprenticeship to assess any prior learning you have undertaken (for example through work experience, education or training), to ensure that the apprenticeship is an appropriate training programme for you and to avoid any duplication of learning within your apprenticeship. If prior learning meets the requirements of the relevant Apprenticeship Standard, then we will recognise it and reduce the number of modules you will need to complete as part of your apprenticeship. This will also reduce the cost of the apprenticeship programme for your employer. We also use the initial needs assessment process to identify any additional learning needs you might have, so we can ensure you get the right support.*

**SECTION A1: APPRENTICE DETAILS**

*For completion by the apprentice in liaison with the course leader (or nominee)*

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| --- | --- |
| Apprentice name |  |
| Unique Learner Number (ULN) *(if known)* |  |
| Telephone number |  |
| Email address |  |
| Employer organisation |  |
| Employer supervisor | Name: |
| Email address: |
| Telephone number: |
| Apprenticeship programme |  |

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| **SECTION A2: PRIOR QUALIFICATIONS AND LEARNING** | | | | | |
| **Please select one box below that best describes your current highest level of educational or vocational learning** (for further guidance, please see <https://www.gov.uk/what-different-qualification-levels-mean/list-of-qualification-levels>) | | | | | |
| * Entry level * Other qualifications below level 1 * Level 1 (e.g. level 1 NVQ) * Level 2 (e.g. GCSE, level 2 NVQ) * Level 3 (e.g. A level, Access to HE) | * Level 4 (e.g. CertHE, HNC) * Level 5 (e.g. DipHE, Foundation degree, HND) * Level 6 (e.g. honours degree) * Level 7 and above (e.g. PGCert, PGDip, Master’s) | | | * Other qualification, level not known * Not known * No qualifications | |
| **Have you successfully achieved Level 2 functional skills or GCSE grade A\* to C (or 9 to 4) in English?** | | Yes / No | **Have you successfully achieved Level 2 functional skills or GCSE grade A\* to C (or 9 to 4) in Maths?** | | Yes / No |
| * **If yes, you need to show the Course Leader (or nominee) your English certificate as part of the initial needs assessment meeting. Have you done this?** | | Yes / No | * **If yes, you need to show the Course Leader (or nominee) your Maths certificate as part of the initial needs assessment meeting. Have you done this?** | | Yes / No |
| * **If no, or if you have lost your certificate, you will need to undertake English functional skills training as part of your apprenticeship programme** | | | * **If no, or if you have lost your certificate, you will need to undertake Maths functional skills training as part of your apprenticeship programme** | | |

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| **Please detail below all qualifications fully or partly achieved (whether related to this apprenticeship / your current role or not)** | | | |
| **Year achieved** | **Qualification name** | **Content overview**  Please describe the main modules or topics included in the qualification | **Awarding organisation** |
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| **SECTION A3: ASSESSMENT OF PRIOR KNOWLEDGE, SKILLS AND BEHAVIOURS** | | | | | | |
| --- | --- | --- | --- | --- | --- | --- |
| *For course leader (or nominee) to complete* | | *For apprentice to complete in liaison with course leader (or nominee)* | | | | |
| **Knowledge / Skills / Behaviours to demonstrate competency in accordance with the Apprenticeship Standard**  *Apprenticeship Standards available at:* [*https://www.instituteforapprenticeships.org/apprenticeship-standards/*](https://www.instituteforapprenticeships.org/apprenticeship-standards/) | **Relevant module(s) within apprenticeship programme** | Choose which statement best describes your knowledge, skills or experience against the apprenticeship programme elements in the left-hand columns. Where you do have some prior relevant experience or knowledge, in the comments box please tell us how and when this was obtained (e.g. through a current or prior qualification, or experience in your current or previous role) | | | | |
| I have minimal knowledge and skills in this topic area | I have some of the skills and knowledge to carry out my role | I have some of the knowledge and skills to carry out my role but not yet to full competence and with confidence | I have some of the knowledge and skills to carry out my role but not yet **consistently** to full competence and with confidence | I can demonstrate consistently full competence in this area and can provide evidence, and so wish to be considered for recognition of prior learning |
|  |  |  |  |  |  |  |
| Comment (please ensure you add a comment where you feel you do have some prior relevant experience or knowledge): | | | | |
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| Comment (please ensure you add a comment where you feel you do have some prior relevant experience or knowledge): | | | | |
|  |  |  |  |  |  |  |
| Comment (please ensure you add a comment where you feel you do have some prior relevant experience or knowledge): | | | | |
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| Comment (please ensure you add a comment where you feel you do have some prior relevant experience or knowledge): | | | | |

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| **SECTION A4: ADDITIONAL LEARNING NEEDS AND / OR DISABILITIES** |
| **Please outline below whether the apprentice has any additional learning needs and/or disabilities, so that appropriate support mechanisms can be put in place** |
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| **Where available, please note any evidence that the apprentice has regarding their learning difficulty and/or disability (e.g. formal diagnostic assessment)** |
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| **Where additional learning needs and / or disabilities are disclosed, please summarise any reasonable adjustments and/or support plans that are in place or are planned by the employer to support the apprentice’s learning in the workplace** |
|  |

**SECTION B: COURSE CONTENT, DURATION AND PRICE RATIONALE**

**Section B1: Recognition of prior learning** *(for completion by the Course Leader or nominee)*

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| **Has any relevant prior learning been identified for recognition in Section A2 above?** | Yes / No |

*If yes, please complete the table below, liaising with the Dean of School, the Finance team and the apprentice’s employer regarding any proposed changes to the content, duration and price of the apprenticeship programme.*

| **RPL assessment outcome** | **Modules to be excluded from the Individual Learning Plan as a result of RPL (including credit value)** | | | **Impact on apprenticeship duration and end date** | **Total hours**  **off-the-job learning (OTJL)** | | **Agreed price**  **reduction** | **Evidence supporting RPL**  **(to be attached)** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Excluded due to RPL** | **NET OTJL required** |
| Please summarise the outcomes of the assessment of existing knowledge, skills and behaviours (KSBs) and provide a clear rationale for any decisions made regarding recognition of prior learning (RPL). | **Module** | **Level** | **Credits** |  |  |  |  |  |
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**Authorisation of RPL (Course Leader or nominee)**

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| --- | --- | --- | --- | --- | --- |
| **Name** |  | **Role** |  | **Date** |  |

*Once Sections A and B1 have been completed and approved by the Course Leader or nominee, please pass the INA form to the Apprenticeships Hub for onward submission to Learning Services and/or Student Services (as necessary for completion of remaining sections) and the Student Records team (for processing of any RPL).*

**Section B2: Functional skills**

*For completion by Learning Services only where the apprentice has not provided the Course Leader (or nominee) with evidence of achievement of Level 2 functional skills in English and/or Maths*

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| --- | --- | --- |
| **Assessment** | **Date of Initial Assessment / Diagnostic Assessment** | **Assessment outcome and action plan** |
| Maths |  |  |
| English |  |  |

**Section B3: Additional learning needs and / or disabilities**

*For completion by Student Services only where the apprentice has disclosed additional learning needs and / or disabilities in Section A4 above*

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| --- |
| **Assessment outcome and reasonable adjustments / support plans** |
| Please summarise the outcome of the assessment of any additional learning needs and/or disabilities and outline any reasonable adjustment agreement and/or support plan put in place by the University to support the apprentice’s learning needs. Please note where relevant eligibility for additional Learning Support Funding. |

*Once completed, the INA form should be returned to the Apprenticeships Hub so that the information can be included in the Commitment Statement and shared with relevant parties (including Finance, the ILR and Funding Manager, and the employer).*

*A copy of the completed form and associated documentation will be stored in the individual learner evidence folder in the Apprenticeships folder in Sharepoint.*