



Initial Learner Assessment Policy

This policy applies to all learners who enrol onto a course with Alt Valley Community Trust.

It details our commitment to making sure that every learner is working toward an appropriate programme of learning that has been discussed and agreed based on a thorough initial assessment.

Initial assessment forms one of the first experiences our learners have with us and will influence their initial impression and expectations of course. It represents the first stage in the learning cycle and starts from the first contact we have with the prospective learner and continues to the point where we agree an individual plan of learning with them. The process of initial assessment is used to determine a suitability for a course, existing skill level and to establish their starting point.

This also provides the baseline on which to measure how a learner progresses.

Policy Aim and Purpose.

All learners should undertake a period of initial assessment. The learner is at the centre of the process and it should be fully engaged with them. It is a holistic process that takes place prior to the learner starting their course and may consist of, but not exclusively to, self-assessment activities, discussions, information gathered at interview, review of prior achievements. The purpose is to ensure that collectively, initial assessment activities build up a picture of a learners' current position and learning needs in relation to their chosen course based on a minimum of:

- Confirmation that the learning meets the prerequisites of their chosen course.
- Eligibility checks.
- Identify expected outcomes from the course and specific course requirements.
- Identify the learners career aspirations, how the chosen course supports this and potential further learning.
- Identify any recognised prior learning, achievements, skills, in relation to the requirements of the learners chosen course.
- Identify the learners' current skill level to be able to demonstrate the knowledge and behaviour required to achieve the course outcomes.
- Identify any additional barriers that the learner may have which may impact on their ability to meet the course outcomes (barriers may include but are not limited to personal, digital or educational). Identify any reasonable adjustments that need to be applied to overcome any barriers which may impact on the learners' ability to meet the course requirements.
- Confirm the learners' ability to perform the different tasks and activities required.
- Identify the learners' level of math and English in relation to the requirements of the course outcomes.
- Confirmation that funded learning meets any prerequisites of the funding agency necessary to support their application.

The outcome from the initial assessment should form the basis for agreeing eligibility and suitability for a learner to enrol on their chosen course.



Assessment should also determine any further action or preparation needed by Alt Valley Community Trust to accommodate the learner fully and allow them the opportunity to succeed by applying any necessary adjustments or support.

Responsibilities

Alt Valley Community Trust are responsible for ensuring that this policy is applied fairly and consistently by all team members involved in initial assessment.

Course tutors are responsible for completing learner initial assessment with prospective learners and gathering supporting evidence.

Course tutors are responsible for following this procedure with prospective learners to ensure that initial assessment helps to establish an appropriate programme of learning.

Course tutors are also responsible for contacting all prospective learners with the outcome of their initial assessment, providing formal feedback and providing guidance as necessary.

All prospective learners are responsible for agreeing to any agreed time frames, providing accurate information and supplying genuine supporting documentation that may be required for the initial assessment.

Equality and Diversity

Alt Valley Community Trust is committed to promoting equality and diversity and ensuring its policies and procedures adhere to current legislation for example the Equality Act 2010.

Initial assessment will always be carried out with regard to the protected characteristics which are: age, disability, sex, gender reassignment, pregnancy and maternity, race, sexual orientation, religion or belief, marriage and civil partnership.

The learner initial assessment process should be transparent, free from conflict of interest and relevant to the prospective learner and their chosen course.

All prospective learners wishing to enrol on a course with Alt Valley Community trust must complete initial assessment and provide the following information:

Personal details

Eligibility check information

Choice of course

Personal objectives

Prior learning and qualifications

Payment and funding

Barriers to learning

Special needs or support and special considerations

Learner initial assessment is an evidence-based process and prospective learners should be assessed against the agreed criteria, based on prerequisites of enrolment in accordance with the relevant programme of study.

Last reviewed 01/08/2024

Next review due by 01/08/2025



No additional criteria will be introduced to the process without prior consent from the quality team and it must be undertaken on a fair and consistent basis. To avoid any possibility of discrimination, initial assessment forms must not contain any information relating to sex, race, et cetera. Any skills tests or relevant information must be directly related to the specific programme of study that the learner wishes to enrol on. Learners must be notified about the details of any skills test that may be required when they submit their initial enquiry or prior to the test. Where required, every effort must be made to make reasonable adjustments for perspective learners with disabilities.

Initial assessment decisions are at the discretion of Alt Valley Community Trust's Quality Team and decisions are recorded in personal files.

Documentation.

The learner initial assessment process will be documented at each stage, resulting in a clear trail and transparency of decisions. Documentation relating to successful learners will be transferred to the personal file. Information on learners must be treated in the strictest confidence and restricted to those directly involved in the learner recruitment process.

All offers of places are subject to the learner providing relevant accompanying documentation such as proof of any prerequisites, certificates, ID, et cetera.

Prospective learners can appeal against an initial assessment decision and if they choose to do so the specific details of the appeal should be brought to the attention of Alt Valley Community Trust by email and by the learner who wishes to lodge the appeal. Any appeal should be sent to the Education Manager lesleybaugh@altvalley.co.uk Specific details should include the nature of the appeal and key dates, times and person(s) involved.