

### APPRENTICESHIP INITIAL ASSESSMENT POLICY AND PROCEDURE

#### 1. Aims and Objectives of the policy

##### Aims

MRG Services UK Ltd is committed to ensuring that learners are assessed prior to commencement of their apprenticeship to establish the starting point for each individual learner. Without a starting point or “baseline” the distance travelled or “value added” elements of the program cannot be identified, nor used as realistic targets

##### Objectives

- To carry out a robust initial assessment through dialogue and diagnostics to ensure that learners are on the most appropriate program.
- To discuss the requirements of the standards, so that the learner understands what is expected of them in terms of knowledge, skills and behaviors.
- To assess learners’ prior learning, functional skills and understanding to ensure suitability for the chosen apprenticeship.
- To use the most appropriate methods of assessment based on the individual circumstances and suggested training program.
- To fully understand the individuals’ personal circumstances in key areas.
- To keep the individual fully informed throughout the initial assessment.

#### 2. Range and scope of the policy

The policy covers all apprenticeship-related courses offered by MRG but may well apply to other vocationally related courses should they become a part of the curriculum in future.

#### 3. Assessment

The learner will undergo a formal interview to determine their individual requirements and undertake appropriate diagnostic testing to assess their Basic / Key Skills (including literacy and numeracy levels). The results of the initial assessment will be recorded and discussed with the learner to ensure they understand the interview process and outcome.

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## MRG Services UK Ltd. Policy

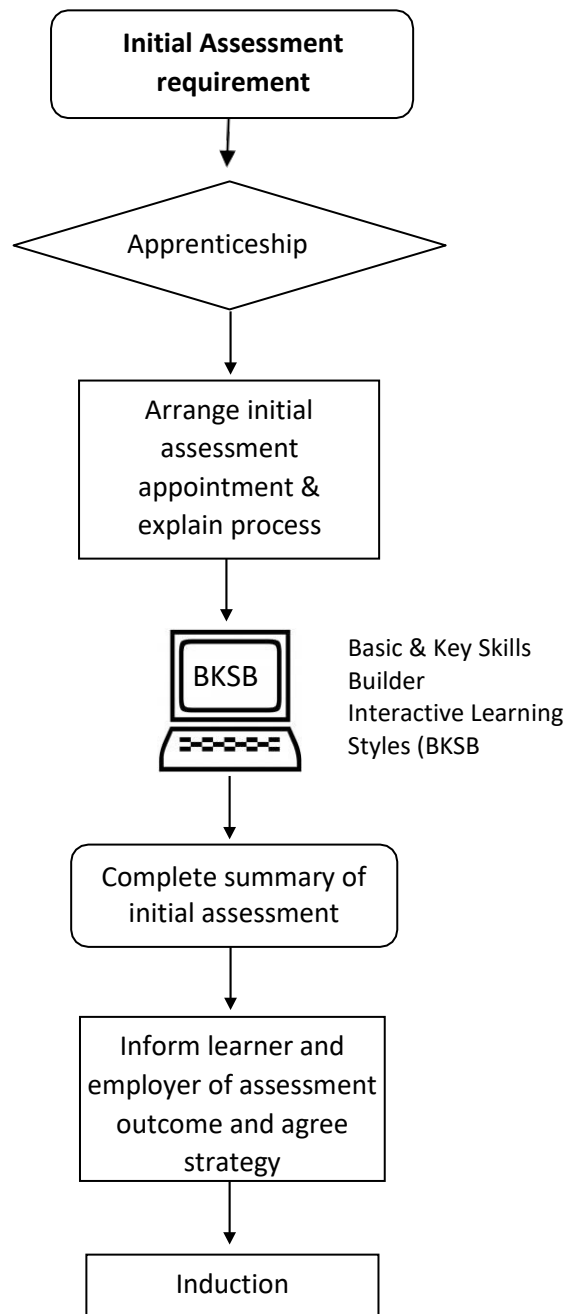
### Key Areas of Assessment

- 3.1 Prior Learning, Experience and Qualifications**
- 3.2 Basic / Key Skills**
- 3.3 Learning Styles Preferences**
- 3.4 Personal Effectiveness**
- 3.5 Personal Environment**
- 3.6 Barriers to Learning and Learning Difficulties**
- 3.7 Career Development and Aspirations**
- 3.8 Potential for Growth**
- 3.9 Personal Commitment**

Each of the above areas of initial assessment will assist in identifying all the elements that must be considered when determining an individual's ability, suitability, understanding and commitment for the proposed program.

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### 3.10 Initial Assessment



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### 4. Transition from Initial Assessment

MRG will provide a clear response to the Initial Assessment Process to all relevant stakeholders, and will liaise with the learner and their employer to agree the resultant delivery and support plan, which will be signed by all stakeholders

The delivery and support plan will reflect the knowledge, skills, and behaviors required in the apprenticeship.

Teaching and Learning resources will be provided, which is specifically designed to support the learner in their particular environment, and to consolidate their learning in the workplace

MRG will ensure that the learner fully understands the possible outcome(s) available to them, and the milestones involved to track and review progress.

These outcomes will be based on the output of this procedure supported by qualified and competent tutors and interviewers.

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