

Initial Assessment – internal support guide

Initial assessment outcomes

Outcome A – No prior sector related knowledge, experience or qualifications

1. This scenario may occur where a learner is looking to complete an apprenticeship after leaving school at age 16 and may not have any quantifiable prior learning or experience.
2. This would require full content and recommended duration of the apprenticeship. Therefore our negotiated training price with the employer **would be full price.**
3. The learner would also not be expected to complete any additional initial assessment unless specifically requested by the employer.

Outcome B – Learner has some prior sector related knowledge and skill but has not attained any recognised prior learning or qualifications

1. This scenario may occur where the apprentice is an existing employee.
2. The apprentice, following discussion with apprentice and employer, would be expected to complete a **skills gap analysis.**
3. If the outcome of the skills gap analysis demonstrates knowledge and/or competency (and therefore requires no training) the training content and duration of the programme will be reduced accordingly.
4. Based on the reduction of training content and/or duration, S&B will negotiate a **reduced price with the employer.**

Outcome C – Learner has recognised prior learning and/or qualifications but no relevant experience

1. This scenario may occur where the apprentice has attained recognised qualifications such as a VRQ (certifying knowledge) at college but has no work experience to put into practice the knowledge or gained practical experience.
2. If the apprenticeship programme is framework, the completed units within the qualification will be mapped across to the requirements of framework (where possible) using the **Prior Qual Mapping** document.
3. If the apprenticeship programme is standard, the apprentice, following discussion with apprentice and employer, would be expected to complete additional a skills test (online and/or practical).
4. If the outcome of the additional initial assessment demonstrates knowledge and/or competency (and therefore requires no training) the training content and duration of the programme will be reduced accordingly.
5. Based on the reduction of training content and/or duration, S&B will negotiate a **reduced price with the employer.**

Outcome D – Learner has relevant prior experience and learning towards apprenticeship

1. This scenario may occur if the apprentice is transferring from another provider or college onto the same apprenticeship with S&B.
2. The apprentice, following discussion with apprentice and employer, would be expected to complete either a skills analysis or online and/or practical skills test.
3. S&B will also try to account for funds already paid out to the previous provider or college to assist in the calculation to work out residual (unused) funds within the funding band.
4. If the outcome of the additional initial assessment demonstrates knowledge and/or competency (and therefore requires no training) the training content and duration of the programme will be reduced accordingly.
5. Based on the reduction of training content and/or duration and residual funds S&B will **negotiate a reduced price with the employer.**

Outcome E – Achieving Merit or Distinction grade

1. This scenario may occur where the apprenticeship programme is a standard and a grade of Merit or Distinction could be achieved.
2. Scenarios A-D will also be taking into consideration.
3. S&B **may negotiate a higher price** with the employer where additional eligible training could be applied, and employer support would be in place, to enable the learner to work towards achieving a Merit or Distinction.

Pricing Structure

Apprenticeship / Level	Prior Learning / price
Heavy Vehicle / L3 Standard	Year 1 = 33% prior learning
Bus & Coach / L3 Standard	
Light Vehicle / L3 Standard	Year 1 & 2 = 67% prior learning/reduction
Body and Paint / MET / L2-3 / Framework	
Parts / L2-3 / Framework	Funding reduction should be considered if: <ul style="list-style-type: none"> • Learner is exempt in knowledge (VRQ) or some VCQ units (exempt in all VCQ units renders apprenticeship ineligible). • Exemption in 1 or more unit criteria Calculation for funding reduction: [# units already achieved] <i>divided by</i> [total number of units in qualification (VRQ+VCQ)] <i>times</i> 100
Auto Electrical / L2-3 / Framework	
Business Admin / L2-3 / Framework	
Sales / L2-3 / Framework	

<https://www.gov.uk/government/publications/apprenticeship-funding-bands>

Additional Initial Assessment

- Online and practical assessments (standard only) must be organised with the Assessment Team Leader.
- An assessment of transferrable units, please complete the Prior Qual Mapping document. Please ensure all certificates are available for comparison.
- Skills gap analysis (framework only), please complete the appropriate skills gap form for the apprenticeship (framework) they are to enrol onto.