

Initial Assessment of Apprentices

Re-approved	August 2023
Review by	August 2024
Authorised by	C Gavaghan (CEO)

1. Introduction

The subsequent process must be followed in all instances to ensure that Derwent Training

- Reviews an applicant's previous learning record
- Reviews an applicant's previous qualifications and maps them against a proposed Apprenticeship Standard
- Completes a skills gap analysis with an applicant and identifies how the proposed Apprenticeship Standard address these
- Creates a learning plan for each accepted applicant that covers all the skills, knowledge and behaviours required on an Apprenticeship

Applicants

Applications are received either

1. Directly from an individual who has yet to find employment but who wishes to take an Apprenticeship
2. Directly from an employer who wishes for an employee to take an Apprenticeship

In each case the individual is known as an applicant and undertakes the same initial assessment to ensure they

- a. Are eligible to take an Apprenticeship
- b. They follow the correct level of Apprenticeship

Stage 1 - Eligibility

The Business Support Manager will undertake checks to determine an applicant fulfils the requirements for funding as stipulated in the Apprenticeship Funding Rules for Training Providers¹. If the applicant does, they progress to stage 2. If they do not, the applicants and/or employer is informed why they cannot proceed to an Apprenticeship.

Stage 2 – Initial assessment

All applicants will complete an Initial Assessment². This focuses on literacy and numeracy proficiency with the applicant completing as many questions as possible.

The results from this initial assessment go forward to stage 3 on the Applicants Assessment Information form.

Stage 3 – Interview

All applicants are interviewed by a member of the Derwent Training team. At this stage the interview form is completed and uses the information on the Applicant Assessment Information form. Whilst the interviewer is making a professional judgement about the applicant's suitability for an Apprenticeship, it is crucial that the applicants completely understand

- How their previous qualifications/predicted results are being mapped and used in making a decision about suitability

¹ Check for changes in policy when each new version of the rules is released by the ESFA.

² BKSB

- How their results from the Initial Assessment inform decisions on the most appropriate pathway to follow and at which level to start their Apprenticeship journey
- Where there are skills gaps in their profile and how these will be covered in an Apprenticeship

The interviewer must make a professional judgement on whether an applicant is suitable for an Apprenticeship.

Unsuitable applicant

- If the applicant applied directly to Derwent Training but is deemed not suitable, the Company will inform the applicant explaining why and signpost them appropriately to other options.
- If an applicant is not suitable and was directed to Derwent Training via an employer, the Company will inform the employer why they have made such a judgement and either signpost them to other options externally or discuss other training at Derwent Training that would act as a stepping stone to an Apprenticeship.

Suitable applicant

- If the applicant applied directly to Derwent Training, their details will be forwarded to employers who have vacancies with a recommendation that they are interviewed for employment.
- If an applicant was directed to Derwent Training via an employer, the Business Development Officer will contact the employer and undertake the sign-up process. This will involve creating a learning plan for the applicant that covers all the skills, knowledge and behaviours required on an Apprenticeship. This will be detailed in the Commitment Statement.

Applicants Assessment Information

Date of Application:

CV Attached: YES/NO

Name:

Address:

Tel No: Mobile No:

Email:

D.O.B: Age.....

Any Health or Disability Issues: YES / NO

If YES please specify:

What disciplines is the applicant interested in

Mechanical Engineering		Mechatronics	
Electrical / Electronic		CAD Design	
Metal Fabrication		Project & Quality	

Assessment Test Confirmation

Date of Assessment	Can Attend	Cannot Attend	Comments

Assessment Test Results

Literacy	Numeracy

Company Recommendations

Company	Date sent details	Interview YES / NO	Outcome of Interview

Comments or Employer Feedback:

Employed By:

Start Date:.....

Interview form

Name of Applicant	
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Names of any companies applied to directly :

Appearance:

Neat & Tidy (Well presented)	YES / NO	Notes:
Effort made for the interview	YES / NO	

Questions:

What type of Engineering are you interested in & why?
What do you understand is involved in an apprenticeship?

What previous qualifications do you have / or expect to achieve if still at school?

Discuss how their qualifications relate to their preferred apprenticeship and review initial assessment results and discuss how the apprenticeship addresses any gaps.

How will you travel to work and to Derwent Training?

Do you have any particular companies that you would like to apply to?

What work experience you have done to date?

Where do you see yourself in 5 years?

What do you know about Derwent Training?

Would you recommend this applicant to an employer?

YES / NO

Has the applicant a CV?

YES / NO

Recommendations and next steps for applicant:

Interviewer: Date

Initial Assessment process

