**DEGREE APPRENTICESHIPS**

**Initial Assessment of Apprentice’ Prior Learning**

1. Introduction

The following sets out the process of initial assessment to identify degree apprentice applicants’ skills, knowledge and experience prior to their degree apprenticeship start.

1. Purpose of initial assessment

The purpose of initial assessment onto UCL Degree Apprenticeship programmes is to build a clear, accurate and realistic picture of an applicant’s capability to undertake a degree apprenticeship and rigorously determine the apprentice starting point through an appraisal of:

* Prior attainment including English and maths
* Suitability to undertake the degree apprenticeship programme
* Identification of any specific learning needs or adaptions
* Identification of prior learning related to the degree apprenticeship

The initial assessment will take place with the candidate and tutor through a structured dialogue. The initial assessment questionnaire record will be held on the individual learner file for the purpose of the evidence pack and feed into the development of an individual learning plan.

Please note that the recognition of prior learning for degree apprenticeships is different from the recognition of prior learning for other degree programmes. The purpose of assessing prior learning for degree apprenticeships is to ensure that funding is not used for teaching apprentices knowledge, skills and/or behaviours that they already have prior to starting on the degree apprenticeship.

1. Prior attainment

Prior to commencement of the degree apprenticeship the course tutor must review the candidate’s personal learning record with the candidate to determine the highest levels of attainment they have for English and Maths. The highest levels of attainment for other qualifications must also be considered to determine, if any, relevant prior learning against the degree apprenticeship standard.

Candidates who cannot access the personal learning record[[1]](#footnote-2), must provide evidence of certificates or refer to <https://www.gov.uk/replacement-exam-certificate>. For English and Maths, certificates must be retained on the individual the individual learner fileto satisfy end point assessment gateway requirements. If the candidates cannot provide a record of at least Level 2 English and Level 2 Maths (Level 2 is the same as GCSE grades 9 to 4 and A\* to C), then assessment of the level of English and Maths will need to be undertaken.

Specifically, the candidates need to demonstrate that they meet the entry requirements prior to joining the degree apprenticeship programme. Please refer to the individual entry requirements as agreed by the UCL Education Committee for the relevant degree apprenticeship standard.

1. Suitability to undertake the degree apprenticeship programme

From ascertaining the prior level of attainment, the tutor can start building a picture academically about the candidate’s capability.

The next stage of the initial assessment process is to determine the candidate’s skills, knowledge and experience related to the occupational job role to ensure that they are able to apply the knowledge, skills and behaviours in the job role sufficiently to pass the end point assessment.

To determine the candidate’s suitability to undertake the degree apprenticeship, the tutor will ask each candidate to complete a questionnaire, contained in Annex 1, to test their knowledge and understanding. This will include questions about what their current job involves, how long they have been in post, their previous employment experience, and a self-assessment of their ability against each of the knowledge, skills and behaviours set out in the degree apprenticeship standard.

Through engagement with the employer, the degree apprenticeship standard will have already been mapped to the job role to ensure that the job role has sufficient occupational breadth to meet the degree apprenticeship standard. This will ensure that the candidate will be able to generate sufficient evidence of knowledge, skills and behaviours to successfully meet the requirements of the end point assessment.

Based on the responses the tutor will appraise if the candidate’s current levels of knowledge, skills and experience, and current levels of attainment are sufficient to admit them onto the degree apprenticeship programme.

1. Identify any specific learning needs or adaptions

Through initial assessment the tutor should determine whether there any particular additional support is required by the candidate e.g. disability or learning difficulty that would require additional support from the department. Once it has been identified by the tutor that the candidate may have learner support needs, the form and the candidate should be referred to the Student Support and Wellbeing who will then contact student offering them an appointment with an adviser to discuss internal or external support they may be eligible for and may make recommendations for a [Summary of Reasonable Adjustments (SoRA)](https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/accessing-support). The Student Support and Wellbeing team will send the SoRA to the apprenticeship team in their standardised format and the tutor should complete the Appendix A in the form based on the SoRA received. Additional Learning needs if identified should be included in the Training Plan. A copy of the completed form and supporting evidence should be stored in the apprentice’s individual learner file.

1. Identification and recognition of prior learning related to the degree apprenticeship

Through the appraisal of suitability, the tutors must determine, through an appraisal of the information gathered, whether the candidate is already demonstrating any knowledge, skills and behaviours identified within the degree apprenticeship standard. Where previous qualifications, knowledge, experience or behaviours are related to the apprenticeship requirements, a detailed comparative analysis will be undertaken at module/unit level to identify what prior learning, if any, can be accredited towards the apprenticeship. It is a requirement of funding that the Apprenticeship Levy must not pay for skills, knowledge and experience where this already exists, and funding should be reduced accordingly to reflect this.

**APPRENTICE ELIGIBILITY AND INITIAL NEEDS ASSESSMENT FORM**

(to be held as part of evidence pack in individual learner file)

*Working with you, the University is required to assess any prior learning you have undertaken (for example through work experience, education or training) or previous knowledge or skills you may have to ensure that the apprenticeship is an appropriate training programme for you. Doing so will ensure that we avoid any duplication of learning within your apprenticeship. If we decide that your prior learning meets the requirements of the Apprenticeship Standards, then we will acknowledge this by accrediting that learning and reducing the number of modules you will need to complete as part of your apprenticeship. This will reduce the time you spend on the apprenticeship and will reduce the cost (i.e. a reduced amount of Apprenticeship Levy which will be drawn from 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 1: APPRENTICE DETAILS**

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| 1. **APPRENTICE DETAILS** | | | | | | |
| **Title:**  (Please circle) | **Mr** | **Mrs** | **Miss** | **Ms** | **Dr** | **Other: (Please Specify)** |
| **Family Name:** |  | | | | | |
| **First Name(s):** |  | | | | | |
| **Application/Unique Learner Number** (if known) |  | | | | | |
| **Apprenticeship programme** |  | | | | | |

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| **SECTION 2A: 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 |

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| **Please detail below all qualifications fully or partly achieved (whether related to this apprenticeship / your current role or not)**  (mandatory) | | | | | | |
| **Year achieved** | **Qualification name** | **Content overview**  Please describe the main modules or topics included in the qualification | | **Grade Achieved** | **Awarding body** | |
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| **Date Certificate seen** | |  | **Copy of Certificate collected** | | | Yes / No |

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| **ENGLISH AND MATHS** |

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| **IMPORTANT NOTE:** It is a requirement of the Education and Skills Funding Agency (ESFA), regulators of Apprenticeships, that all Apprentices provide evidence of Level 2 (GCSE or equivalent) English and Maths at Grade C or above. Acceptable form of evidence can be seen in the Apprenticeship standards: list of acceptable current and prior qualifications for English and maths requirements in apprenticeship standards at level 2 and above. Please see: <https://www.gov.uk/government/publications/english-and-maths-requirements-in-apprenticeship-standards-at-level-2-and-above>  For those who have not achieved GCSE English and Maths at C or above (or equivalent) or if are unable to request copies of certificates for whatever reason, must successfully complete an assessment during the programme such as level 2 Functional Skills - English and Maths (where applicable this is funded separately from the Apprenticeship.) |

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| **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 |
| **Have you provided your English certificate as part of the initial assessment meeting?** | Yes / No | **Have you provided your Math certificate as part of the initial assessment meeting?** | Yes / No |
| **If no, or if you cannot locate your certificate, you will need to undertake English functional skills training as part of your apprenticeship programme** | | **If no, or if you cannot locate your certificate, you will need to undertake Maths functional skills training as part of your apprenticeship programme** | |
| **My qualifications were achieved from a UK based institution** | | **My qualifications were achieved from an Overseas institution** | |

Overseas qualifications will be acceptable where there is clear evidence, from ENIC (via a certificate/statement of comparability) that the qualification is an equivalent level to the minimum requirements for English and Maths (A\* to C). Further information can be found on the Ecctis website (<https://www.ecctis.com/>) UCL Admissions Team have access to Ecctis to confirm this.

| **Section 2B: Functional Skills**  (for the tutor to complete in liaison with the candidate) |
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If you do not currently do not hold an English and/or Maths qualification at Level 2 with a Grade C or above or if you hold the qualifications but are currently unable to locate the certificates for your qualification you can still apply for the programme. If you fulfil all other programme and apprenticeship eligibility requirements, we can still make you an offer of a place and accept you on to the programme, but this will be subject to agreeing to the below.

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| **English**  I acknowledge that I currently do not have or unable to produce English Level 2 qualification at Grade C or above. Therefore, agree to  *the completion of an Initial Diagnostic Assessment before completion of your course*  *the successful completion of an equivalent qualification before the End Point Assessment Gateway. Should you need to complete the qualifications you will receive support from the University.*  **Maths**  I acknowledge that I currently do not have or unable to produce Math Level 2 qualification at Grade C or above. Therefore, agree t  *the completion of an Initial Diagnostic Assessment before completion of your course*  *the successful completion of an equivalent qualification before the End Point Assessment Gateway. Should you need to complete the qualifications you will receive support from the University.* |

*Where the candidate does not satisfy functional skills Level 2 requirements, or cannot produce the required certificates to verify this, please note that the functional skills initial assessment and diagnostic assessment completed, and the assessment outcomes and the resulting learning plan should be summarised. Summary of assessment should be stored in the individual learner file* as supporting document.

| **SECTION 2C: ASSESSMENT OF PRIOR KNOWLEDGE, SKILLS AND BEHAVIOURS**  (for the tutor to complete in liaison with the candidate) |
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| Please rate your ability against each of the knowledge, skills and behaviours set out in the degree apprenticeship standard:   |  |  | | --- | --- | | **Rating** | **Example** | | **1** | No knowledge and/or experience. | | **2** | Some awareness and/or worked on projects where this was done. | | **3** | General awareness and/or limited contribution as part of a team. | | **4** | Good awareness. Some experience leading applicable activities. | | **5** | Subject Matter Expert. Highly experienced practitioner. | |

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| **Knowledge** | **What is required** | **Rating**  **(1-5)** |
| [*to be pre-populated by UCL from the apprenticeship standard]* |  |  |
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| **Comments**  *Please ensure you add a comment where you feel you do have some prior relevant experience and competence; especially if you have indicated score 1.* |

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| **Skills** | **What is required** | **Rating**  **(1-5)** |
| [*to be pre-populated by UCL from the apprenticeship standard]* |  |  |
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| **Comments**  *Please ensure you add a comment where you feel you do have some prior relevant experience and competence; especially if you have indicated score 1.* |

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| **Behaviours** | **What is required** | **Rating**  **(1-5)** |
| [*to be pre-populated by UCL from the apprenticeship standard]* |  |  |
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| **Comments**  *Please ensure you add a comment where you feel you do have some prior relevant experience and competence; especially if you have indicated score 1.* |

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| Section 3A. EMPLOYMENT DETAILS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| On the day you start your apprenticeship: | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|  | **I am in paid employment** |  | | **I am self employed** | |  |  | | | | **/** |  | |  | | **/** | |  | |  |  | |  | | **My employment start date** | | | | | | | |
|  | **Employed for 0-10 hrs per week** |  | | **Employed for 11-20 hrs per week** | |  | | | | **Employed for 21-30 hours per week** | | | | | | | | | | | | | | |  | | | **Employed for 31+ hours per week** | | | | |
| **I have worked at this employment for: (months)** | | | | |  | | | **0-3** | | | | | | |  | | | | **4-6** | | | | |  | | | | **7-12** | |  | **12+** | |
| **My contracted hours identified in my contract of employment/apprentice agreement are:** | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | | **Per week** | | |
| **EITHER: My job role is new (in last 12 months) and started on:** | | | | | | | | | | | | |  | | | |  | | | **/** | |  | | | |  | **/** | |  |  |  |  |
| **OR: I require substantive new skills for my existing job and the content of the apprenticeship is materially different from any prior training or previous apprenticeship undertaken by me: (please tick if applicable)** | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |  | |
| **\**  **Name and address of the Employer/Organisation:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| **Employer/Mentor Contact Name:** | | |  | | | | | | **Employer Job Title:** | | | | | | | | | | | | | | | | |  | | | | | | |
| **Employer Telephone No.:** | | |  | | | | | | **Employer/Mentor Email address:** | | | | | | | | | | | | | | | | |  | | | | | | |
| **Apprentice Job Title:** | | |  | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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| **Section 3B.**  In the box below list the duties and responsibilities of the candidate (within the job role) and together with the modules in the programme that the skill(s) relate to. This will evidence the value of the apprenticeship to the learner and the employer. | |
| **Duties/Responsibilities** | **Qualification Unit(s)/Skills** |
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| **Section 3C.**  Other relevant employment experience provide below |
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| **SECTION 4: CONTENT, DURATION AND PRICE RATIONALE**  **Recognition of prior learning** *(for completion by the tutor)*  *This section is to be completed based on the information in Section 2 where candidate demonstrated knowledge, skills and/or behaviours at the degree apprenticeship level that would lead to a reduction in the content, duration and price of the apprenticeship.* |

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| **Has any relevant prior learning been identified for recognition in Section 2 above?** | Yes / No |

*If yes, please complete the table below in liaison the apprentice’s employer regarding any proposed changes to the content, duration and price of the apprenticeship programme.*

**Please note that the recognition of prior learning for degree apprenticeships is different from the recognition of prior learning for other degree programmes. The purpose of assessing prior learning for degree apprenticeships is to ensure that funding is not used for teaching apprentices knowledge, skills and/or behaviours that they already have prior to starting on the degree apprenticeship.**

| **Apprenticeship**  **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)** |
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| **Excluded due to RPL** | **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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| **SECTION 5 ADDITIONAL LEARNING NEEDS AND / OR DISABILITIES**  *(for completion by the tutor)* |
| *If you declare a disability, this won’t be a factor in the University’s decision as to the suitability of the apprenticeship. We ask these questions just to find out if you have any specialist needs so that we can provide you with appropriate support and facilities. Where additional learning needs and/or disabilities are identified, a copy of the form will need to be passed to Student Support and Wellbeing team by the programme team, with your consent (see below) who will then offer an appointment with an adviser to discuss internal or external support you may be eligible for and may make recommendations for a Summary of Reasonable Adjustments (**SoRA).*  **PLEASE NOTE:** **Student Support and Wellbeing do not provide formal assessments of needs in their service. They may make recommendations for reasonable adjustments for an individual’s learning needs as part of their apprenticeship.** |

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| **Definition**  (To be completed by the tutor in liaison with the candidate)  *Please outline below whether the candidate has any additional learning needs and/or disabilities, so that appropriate support mechanisms can be put in place* | Code |
| Learner considers himself or herself to have a learning difficulty and/or disability and/or health problem. | [1] |
| Learner does not consider himself or herself to have a learning difficulty and/or disability and/or health problem. | [2] |
| No information provided by the learner. | [9] |

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| **Where additional learning needs and/or disabilities are identified, do you consent for us to share this form with the Student Support and Wellbeing Team?** | **Yes No** |

***Please refer the candidate and this form to the Student Support and Wellbeing Team who will speak to the candidate for the development of a SoRA. If there is a SoRA given by the Student Support and Wellbeing team, please complete Appendix A below based on the SoRA.***

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| **Section 6. PREVIOUS APPRENTICESHIP COMPLETION** |
| 6a. I have previously successfully completed an apprenticeship at the same level as, or higher, than that identified on these documents  No  Yes  **If you have answered ‘YES’ to 6a;**    6b. Is the framework/Standard identified on this document   * Occupationally relevant to the apprentice  No  Yes * Materially different to any apprenticeship already achieved  No  Yes   6c. Is the apprenticeship identified on this document supporting the learner in an extended role with additional duties and responsibilities?  No  Yes |

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| **Learner declaration:**  **The details on this form have been completed by  Me  Someone else**  **LEARNER SIGNATURE:** ………………………………………………………………………….……….  **PRINT NAME:** …………………………………………………………**Date** ……...…/……....…/…….…. |

For UCL USE only:

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| **Appraisal of suitability for the degree apprenticeship:**  **1) Based on the above information, are the candidate’s current levels of knowledge, skills and level of attainment sufficient to admit them on to the degree apprenticeship?**  **UCL Declaration:**  **UCL SIGNATURE:** ………………………………………………………………………….…….…  **PRINT NAME:** …………………………………………………………**Date** ……...…/……....…/…….…. |

**APPENDIX A**

**Please note:** Student Support and Wellbeing do not provide formal assessments of needs in their service. They may make recommendations for reasonable adjustments for an individual’s learning needs as part of apprenticeship.

[Summary of a Reasonable Adjustment statement](https://www.ucl.ac.uk/students/support-and-wellbeing/disability-support/accessing-support) they provide does not automatically entitle you to access additional learning support. Additional Learning Support Funding (LSF) may be available from the ESFA to meet the costs of putting in place reasonable adjustments for apprentices with a learning difficulty and/or disability (including costs associated with meeting identified needs in End Point Assessment, where applicable).

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| **ADDITIONAL LEARNING SUPPORT**  (for the tutor to complete in liaison with the candidate) | | | | | | |
| **Medical Condition** |  | *Please give brief details here. Primary listed first* | | **Young person looked after or care leaver** | |  |
| **Disability** |  | **Educational Health Care Plan** | |  |
| **Learning Difficulty** |  | **None of these** | |  |
| **LEARNING SUPPORT REQUIRED:** | | | **YES NO DECLINED** | |  | |

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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)**  (for the tutor to complete in liaison with the candidate based on SoRA) |
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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**  (for the tutor to complete in liaison with the candidate based on SoRA) |
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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 information related to additional support can be included in the Training Plan. A copy of the completed form and supporting evidence should be stored in the apprentice’s individual learner file.*

1. Only formal school and further education learning and achievement records starting from the 2007/08 academic year are stored by the Skills Funding Agency in a ‘personal learning record’. [↑](#footnote-ref-2)