



BLUE LION
TRAINING ACADEMY

**INITIAL ASSESSMENT TO
RECOGNISE PRIOR LEARNING
POLICY AND PROCEDURE**

DOCUMENT HISTORY

Version	Issued	Reason for Revision	Created by	Approved by
V1	July 2020	Initial release	Geeta Dhanjal	Harj Dhanjal
V2	Sept 2021	Updated aligned to new QMS	Geeta Dhanjal	Harj Dhanjal

This Policy and Procedure document has been approved by the CEO / Director and is signed on release to the BLQMS on Monday.com as per the version control status in the above table:



CONTENTS

Document History	2
Contents	3
Overview of the procedure	4
What is an initial assessment for recognition of prior learning?	4
Why is initial assessment for recognition of prior learning important?.....	5
How does this initial assessment check the eligibility of the individual for an apprenticeship?	5
What counts as prior learning?	6
Who is responsible for doing the initial assessment?	6
How is prior learning assessed?	6
Employer Notice.....	8



INITIAL ASSESSMENT TO RECOGNISE PRIOR LEARNING

OVERVIEW OF THE PROCEDURE

The purpose of this procedure is to inform, employers and apprentices about the need for, and the importance of initial assessments. Initial assessments come in two forms.

1. Initial assessment for the recognition of prior learning against the apprenticeship standard
2. Initial assessment for basic knowledge of English and Mathematics Level 1 and 2.

Both these initial assessments will be required before commencing any of the Blue Lion Training Academy apprenticeships. This particular policy and procedure outlines information and guidance on the Initial assessment for the recognition of prior learning, and has been created in line with the requirements set out by the Education and Skills Funding Agency (EFSA).

Key Points

- Recognition of prior learning extends beyond English, maths and existing qualifications
- All the knowledge, skills and behaviours set out in the standard should be considered in reviewing the prior learning of the apprentice;
- Recognition of prior learning is part of the learner eligibility assessment;
- Apprenticeships could be poor value for money and unnecessarily long if training covers areas that the apprentice already knows, and public funding, which includes the apprenticeship levy, should not be used for learning which is not new;
- Initial assessment is vital to ensure high-quality apprenticeships
- Ofsted inspections look for evidence of a robust initial assessment for recognition of prior learning.

WHAT IS AN INITIAL ASSESSMENT FOR RECOGNITION OF PRIOR LEARNING?

Before an apprenticeship begins, we will assess the individual's prior learning to establish the 'starting point', or baseline, of the apprentice.

This informs how much of the apprenticeship training content the individual requires. We recommend that the employer, learner and our tutor (or nominee) undertake and assess the initial assessment prior to making the individual an apprenticeship offer.

The Initial assessment for the recognition of prior learning against the apprenticeship standard checks that the apprenticeship is the appropriate training programme for the individual.



WHY IS INITIAL ASSESSMENT FOR RECOGNITION OF PRIOR LEARNING IMPORTANT?

This checks that the apprenticeship (both the job role and the training) is an appropriate programme for the individual. Apprentices should not be spending paid time doing training they do not need, and the apprentice will not have a good experience if they are repeating training.

Apprenticeship funding should not be used to pay for, or accredit, existing knowledge, skills and behaviours. Ofsted inspectors consider the 'distance travelled' by the apprentice in determining the value added by the training programme. Without knowing the starting point of an apprentice, inspectors cannot correctly assess the distance travelled and the quality of the apprenticeship training that has been delivered. This is paramount to Blue Lion Training Academy's Mission and Values of Involve, Improve and Inspire as each apprentice's journey is unique and therefore the distant travelled "the journey" is as important as the destination and final result.

We will evidence a robust initial assessment for both the apprenticeship standard including basic English and Math's, supported through continuous skills scans with clear milestones, feedback, actions and progress against the following:

- What is the goal and what is the apprentice trying to achieve?
- Where are they currently against this goal (knowledge, skills & behaviours)?
- How much of the content is new to them?
- Do they require significant and sustained new learning?

HOW DOES THIS INITIAL ASSESSMENT CHECK THE ELIGIBILITY OF THE INDIVIDUAL FOR AN APPRENTICESHIP?

This assessment checks how much of the apprenticeship programme the individual requires to become occupationally competent. This is measured regularly throughout the apprenticeship through our online learning platform 'bud' with the apprentices, line manager/sponsor.

Assuming there is some relevant prior learning, the training provider must assess whether the individual still needs an apprenticeship with a minimum duration of 12 months with at least 20% off-the-job training.

In some circumstances, this amount of training will not be necessary for the individual so the apprentice is ineligible for the apprenticeship programme and an alternative should be considered.



WHAT COUNTS AS PRIOR LEARNING?

In recognising prior learning, the following should be considered against the knowledge, skills and behaviours set out in the standard.

- Work experience
- Prior education, training or associated qualification(s) in a related sector subject area (this goes beyond just English and Maths)
- Any previous apprenticeship undertaken
- Any external recognised qualification

WHO IS RESPONSIBLE FOR DOING THE INITIAL ASSESSMENT?

Blue Lion Training Academy are responsible for:

- Assessing the prior learning of the individual before the apprentice can onboard the programme
- Agreeing with the employer how the programme will be delivered to reflect any relevant existing knowledge, skills and behaviours
- Recording prior learning in the evidence pack and commitment statement which will take place during registration and on boarding.

However, in practice it is reasonable to expect that the employer and apprentice will be actively involved in this process prior to offering an apprenticeship employment opportunity. This is particularly true if the individual is an existing employee where the employer will have much to contribute.

HOW IS PRIOR LEARNING ASSESSED?

The knowledge, skills and behaviours defined in the apprenticeship standard should normally be used as the basis for initial assessment. Our initial assessments for recognition of prior learning will contain the following:

- Initial assessment for the recognition of prior learning against the apprenticeship standard
 - An 'Apprentice Initial Needs Assessment for Recognition of Prior Learning Document which includes a checklists and questions
- Initial assessment for basic knowledge of English and Mathematics Level 1 and 2.
 - An "BKSB" initial assessment of English and Math's will take place during registration
- The results will form the baseline for the skills scan review which takes place with the tutor after onboarding.



The following steps outline how we will complete an initial needs assessment:

Once the employer has identified the apprentice and the apprenticeship standard a registration date will be scheduled. Prior to registration we will email the Employer and Apprentice the 'Apprentice Initial Needs Assessment for Recognition of Prior Learning Document for the appropriate apprenticeship standard:

Step 1 - Employer and Apprentice complete **Sections 1- 2** and return to info@blueluonta.com

Step 2 - Tutor (or nominee) will arrange a meeting to review input from Employer and Apprentice

Step 3 – Director to update **Section 3** of the document and agree with employer funding requirements and any exemptions prior to the employer setting up cohort on their Employer Apprenticeship Account (www.accounts.manage-apprenticeships.service.gov.uk).

Step 4 - Tutor (or nominee) update all details in the Blue Lion Training Academy learner platform (bud) during registration and onboarding

Once we receive the completed RPL document our team will use the information to access the Department for Education Learning Record Services <https://idp.lrs.education.gov.uk/> to check the learners prior learning and qualifications, If a learner is not registered a new record will be created to establish a unique learner number, Please refer to the How to guide – Locate PLR on the Blue Lion QMS. For more information see the following website <https://www.gov.uk/guidance/how-to-access-your-personal-learning-record>

This 'Apprentice Initial Needs Assessment for Recognition of Prior Learning Document' and any completed forms and associated documentation will be stored in the Blue Lion Training Academy online learner platform (bud) to form part of the evidence pack & commitment statement during registration and onboarding.



EMPLOYER NOTICE

The funding band of the apprenticeship is based on an apprentice requiring development to meet all the knowledge, skills and behaviours defined by the apprenticeship. Whether you are Levy or non-Levy (co-investment of 5%) this will still apply.

Employer Apprentice	<50 employees	50+ employees	Levy Payer
16-18*	• Fully funded training	• 5% training co-investment	• Levy funded or 5% training co-investment
	• No Employer NI contributions	• No Employer NI contributions	• No Employer NI contributions
	• £1000 Age Incentive Payment	• £1000 Age Incentive Payment	• £1000 Age Incentive Payment
	• £3000 Extended Government Incentive	• £3000 Extended Government Incentive	
	• £1000 RRR Incentive	• £1000 RRR Incentive	• £3000 Extended Government Incentive
	Total Grants available £5000	Total Grants available £5000	Total Grants available £4000
19-24	• 5% training co-investment	• 5% training co-investment	• Levy funded or 5% training co-investment
	• No Employer NI contributions	• No Employer NI contributions	• No Employer NI contributions
	• £3000 Extended Government Incentive	• £3000 Extended Government Incentive	• £3000 Extended Government Incentive
	• £1000 RRR Incentive	• £1000 RRR Incentive	
	Total Grants available £4000	Total Grants available £4000	Total Grants available £3000
25+	• 5% training co-investment	• 5% training co-investment	• Levy funded or 5% training co-investment
	• £3000 New Government Incentive	• £3000 New Government Incentive	• £3000 New Government Incentive
	Total Grants available £3000	Total Grants available £3000	Total Grants available £3000

Notes

Help with 5% training co-investment costs may be available through the Levy Share Scheme

National Insurance contribution reduction applicable only on earning below £827 per week

Extended Government Incentives are available until 31st January 2022

RRR Incentive is available subject to available funds in Norfolk only

Other Terms and Conditions may apply



ESFA funding rules state that the apprenticeship content, duration and price must be reduced where the individual has relevant prior learning. Prior learning must be factored into the price that is negotiated between us and you as the employer: apprenticeship funding must not be used to pay for, or certify, the delivery of existing knowledge, skills and behaviours as this represents poor value for money.

There are audit checks to ensure a price reduction has been made to account for prior learning and the reduced training content required. If you believe that the knowledge skill and behaviours outlined in the apprenticeship standard are new then the full funding band can be used.

Where there is prior learning, the content and duration of the apprenticeship must be reduced to reflect this. The new (reduced) duration must still meet the minimum threshold of 12 months. At least 20% of the paid hours for the new (reduced) duration must be spent on off -the-job training.

For more information, please contact info@bluelionta.com



Get in touch!

Visit us online...

www.BlueLionTA.com

Call us...

01332 738625

Email us...

info@BlueLionTA.com

Find us...

Blue Lion Training Academy Limited

19 St. Christopher's Way,

Pride Park,

Derby.

DE24 8JY



BLUE LION
TRAINING ACADEMY