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**apprenticeship Initial Needs Assessment**

**SECTION A: for completion by the apprentice**

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| Apprentice name  |  | Unique Learner Number (ULN) |  |
| Telephone number |  | Email address |  |
| Employer organisation  |  | Employer supervisor | Name: |
| Email address: |
| Telephone number: |
| Apprenticeship programme |  |

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| **PART 1: 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
 |
| **Have you successfully achieved Level 2 functional skills or GCSE grade A\* to C (or 9 to 4) in English?***You will need to provide a copy of your certificate to evidence this – please flag in your response if you no longer have a copy of this.* | Yes / No*(please delete as appropriate)* | **Have you successfully achieved Level 2 functional skills or GCSE grade A\* to C (or 9 to 4) in Maths?***You will need to provide a copy of your certificate to evidence this – please flag in your response if you no longer have a copy of this.* | Yes / No*(please delete as appropriate)* |

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| **Please detail below all qualifications fully or partly achieved (whether related to this apprenticeship / your current role or not)**  |
| **Year achieved** | **Qualification name** | **Content overview**Please describe the main modules or topics included in the qualification | **Awarding organisation**  |
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| **PART 2: ASSESSMENT OF PRIOR KNOWLEDGE, SKILLS AND BEHAVIOURS**  |
| *For provider to complete* | *For apprentice to complete* |
| **Knowledge / skills / behaviours to demonstrate competency in apprenticeship**  | **Module / topic / element / skill / competency in this apprenticeship programme**  | Choose which statement best describes your knowledge, skills or experience against the apprenticeship programme elements in the left-hand columns. Where you do have some prior relevant experience or knowledge, in the comments box please tell us how and when this was obtained (e.g. through a current or prior qualification, or experience in your current or previous role)  |
| I have minimal knowledge and skills in this topic area  | I have some of the skills and knowledge to carry out my role | I have some of the knowledge and skills to carry out my role but not yet to full competence and with confidence | I have some of the knowledge and skills to carry out my role but not yet **consistently** to full competence and with confidence  | I can demonstrate consistently full competence in this area and can provide evidence  |
|  |  |  |  |  |  |  |
| Comment: |
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| Comment: |

**SECTION B: Course duration and price rationale (for completion by the course leader)**

|  | **Assessment outcome and impact on content, delivery, duration and price of apprenticeship**  | **Exemptions****(modules to be excluded from the Individual Learning Plan)** | **Total hours** **off the job learning**  | **Price****Reduction** | **Evidence** |
| --- | --- | --- | --- | --- | --- |
| **Excluded due to prior learning**  | **NET OTJL required for this apprentice** |
| Assessment 1: Maths | Please describe the outcome of the assessment and the impact of this on course content, delivery, duration and price. Any impact on price must be quantified and explained. A rationale must be clearly described, with evidence from the assessment, for decisions made in this section.  |  |  |  |  |  |
| Assessment 2: English | Please describe the outcome of the assessment and the impact of this on course content, delivery, duration and price. Any impact on price must be quantified and explained. A rationale must be clearly described, with evidence from the assessment for decisions made in this section.  |  |  |  |  |  |
| Assessment 3:Knowledge, skills and behaviours in the Apprenticeship Standard  | A rationale must be clearly described and evidenced in this section for any decisions made by the course team where prior learning and skills have been identified by an apprentice.All prior learning and skills that result in an exemption for a module or element within the apprenticeship must be quantified in the columns to the right. This must clearly set out how the duration, price and off-the-job learning is to be reduced or changed.  |  |  |  |  |  |

*Additional learning needs*

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|  | **Assessment outcome and action plan** | **Referral details** |
| Assessment 4: Additional learning needs | Please describe the outcome of the assessment and the action plan required for this apprentice. Please state who is accountable for implementing the Action Plan and when this was referred for action. | Referral date: |  |
| Referred to: |  |

**AUTHORISATION**

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| **Name**  |  | **Role**  |  | **Date** |  |