

## ASSESSMENT OF PRIOR LEARNING PROCESS

### Background Information & Rationale

Apprenticeships are open to all ages and potential candidates often present with pre-existing qualifications and/or experience. This means they may have already acquired some of the skills, knowledge and behaviours necessary for successful completion of the apprenticeship they are wishing to undertake. In line with the ESFA funding rules which can be found [here](#), part of our initial assessment process (IA), and using both information obtained from the Learning Records Service (LRS) and self-declarations, is to assess the potential candidate's prior learning in order to ascertain the following:

- Does the candidate hold accredited qualifications (including units if applicable) which act as complete exemptions for any part of the proposed apprenticeship?
- Has the candidate already acquired any skills, knowledge or behaviours required for successful completion of the apprenticeship in question through studying any similar or related qualifications or through relevant work experience?

By examining the LRS information and candidate's self-declarations, we can identify if the candidate has undertaken any study or work experience in the past that may be related to the proposed apprenticeship. We must consider if the candidate needs to acquire substantive new knowledge & skills, or if their existing knowledge means that the apprenticeship curriculum should be adapted in order to avoid repeating learning they have already had. We utilise a skills gap analysis questionnaire which has been designed to cover the full occupational profile of the skills, knowledge & behaviours (KSB) required for completion of the apprenticeship. If the candidate's responses demonstrate some knowledge & skills, we conduct a professional discussion to further test the candidate's existing KSB's against the apprenticeship requirements. If this process concludes that delivery of the full apprenticeship curriculum is not required, we express the content to be omitted as a volume of 'off the job training' hours, and reduce the proposed length of the apprenticeship by a corresponding proportion. This will also reflect in the total negotiated price agreed with the employer; we follow the guidance in the ESFA funding rules to calculate this.

If a candidate has so much existing knowledge that the adaptations to the curriculum would result in a programme of less than 12 months and 278 off the job training hours, that individual is not eligible for apprenticeship funding and will be directed to alternative courses.

If the candidate is in a new job role (three months or less), and has no related prior qualifications, learning or work experience, we take the view that they will automatically require delivery of the full apprenticeship curriculum; in this instance the skills gap analysis questionnaire and professional discussion would not be required.

All documentation relating to the assessment of prior learning, subsequent judgements and calculations will be retained in the learner evidence pack.

Process to follow for prospective apprenticeship candidates

The VTS tutor will take the following steps in order to properly assess prior learning. This will take place as part of the process to establish eligibility and suitability for apprenticeship training. The candidate will have completed an application form and provided information regarding any qualifications they hold, their work experience and any other apprenticeship or work based training they have undertaken.

- 1 Obtain a printout from the Learning Records Service (LRS)
- 2 Compare the LRS information with the candidate’s self-declaration of prior qualifications and discuss any anomalies with the learner to arrive at an accurate picture of prior qualifications achieved/part achieved or studied with no achievement
- 3 If the candidate has been in their job role for less than three months AND they have no prior qualifications or learning related to the apprenticeship in question AND they have no prior work experience in the industry, assume the full delivery of the curriculum is required and proceed with the remainder of the initial assessment/enrolment.
- 4 If all the conditions in ‘3’ above are not met, assume there may be some relevant prior learning/knowledge and ask the candidate to complete a skills gap analysis (SGA), plus professional discussion if appropriate to test their existing knowledge & skills against those required for the apprenticeship.

