

Initial Assessment Policy

Date Approved:	19/08/2025	Approved By:	Managing Director		
Next Review Due Date:	19/08/2026	Manual ID Number:	BSA32	Version No:	2
Author and Responsible Manager:	Head of Centre				
Applicable to:	Staff				
Publication:	Staff SharePoint				

Document Control

Version	Date	Author	Notes on Revisions

Section	Section Title	Page Number
1	Purpose	3
2	Scope	3
3	Objectives	3
4	Implementation Monitoring and Review	3
5	Equality Impact Assessment	4

Contents

1. Purpose

The aim of this policy is to establish consistency within the initial assessment to ensure that every student is working towards an appropriate programme of learning and provided with the relevant support to enable progression.

2. Scope

This policy applies to all staff and covers all programmes delivered by BSA.

3. Objectives

Every student is expected to engage in a comprehensive initial assessment. This process ensures that students and where applicable employers have a full understanding of the training to be undertaken and the role that they play within it.

The aim is to ensure that collectively, initial assessment activities build up a picture of a student's learning needs in relation to their chosen apprenticeship programme based on a minimum of:

- The student's prior learning, achievements, skills, experiences and interests in relation to the requirements of the apprenticeship standard to be undertaken.
- The student's skill level to be able to demonstrate the knowledge and behaviours required to meet the apprenticeship standard to be undertaken.
- Identify any additional help that the student requires to enable them to address barriers which may impact on their ability to meet the programme of learning.
- The student's career aspirations and how the apprenticeship programme supports this.
- The student's ability to perform the different tasks and activities required at end point assessment and establish a predicted grade that the apprentice could achieve.
- The student's level of math's and English in relation to the requirements of the programme of learning to be undertaken

4. Implementation, Monitoring and Review

Implementation of this policy will be steered by the Managing Directors and Head of Centre.

Key managers will be responsible for the procurement of learning support and appropriate provision to meet individual student's needs.

Overarching strategies and assessment tools including OneFile will be used to monitor the effectiveness of initial assessment activities. It will be the responsibility of the student's tutor/assessor to conduct these activities and use them effectively to plan learning and provide the appropriate support.

This policy will be reviewed every year in line with BSA's annual self-assessment and any relevant changes to contractual obligation.

5. Equality Impact Assessment

Impact Assessment for the 4 strands of Equality, Safeguarding, Health and safety and Sustainability	
Initial Form to be completed with Risk Assessments or as part of a proposal or change to a policy, plan or new way of working	
Title of Activity: Author and Date: Dionne McCann Jan 2021	☐ New or ☒ Revision (Tick as appropriate) Expected Implementation Date: Nov 20 What is the Review Date: Every 2 Years
Equality and Diversity. Which of the characteristics may be impacted upon? And, if yes, how has this been considered? What are the risks? What are the benefits?	None, no impact
Safeguarding: Are there any aspects of this proposal which could cause a Student/member of staff/visitor to feel unsafe? If yes, how has this been considered? What are the risks? What are the benefits	☐ Yes ☒ No
Health and Safety: Have any risks been identified? If yes, how has this been considered? What are the risks? What are the benefits?	☐ Yes ☒ No
Sustainability: Are there expected benefits or impacts on sustainability issues? If yes, how have these been considered?	☐ Yes ☒ No
Evidence: What evidence do you have for your conclusions and expectations for these conclusions? How will this impact be monitored for all these considerations?	Quality is monitored through both internal and external reviews

Is this policy of a high/medium or low risk? :	☐ High ☐ Medium ☒ Low
--	--