



# INITIAL ASSESSMENT POLICY



## **M.E.A.T** **(Ipswich) Limited**

We will accurately identify the starting point of each student and the skills, knowledge and experience they already bring to their studies. From this we will identify what each student needs to learn to meet the requirements of their employer, their personal goals and any qualification requirements. We will also clarify any support requirements that they may have prior to starting their learning programme. We will develop effective Learning Plans that reflect each person's specific needs, enables them to achieve their qualification and employer development goals and ensures that each person gets the most out of their learning programme.

### **Initial Interview**

Initial interviews will be conducted with each prospective learner (and employer, parent or carer where appropriate). This can take place in the workplace, away from the workplace, or in one of our training locations during careers events and open days. The initial interview will be conducted by a trained member of staff and will identify the learning objectives the student wishes to undertake, previous qualifications achieved, financial support eligibility, and any learning difficulties and support needs. If a



potential learner has additional needs, or has involvement with any external agencies, we will work with all appropriate bodies to accommodate these and make all reasonable adjustments.

Once a Learning Plan has been discussed and agreed with all parties, the learner will be informed of the induction process and a start date will be agreed.

## **Prior Learning and Achievement**

Our initial assessment should be a positive experience for students, where we aim to capture their current skills, knowledge and behaviours and use this to identify learning content and needs to meet personal, employer and qualification outcomes. As part of this process, we use the Learning Records Service as an authoritative online record of qualifications and achievements. By checking the Personal Learning Record, students no longer have to show copies of different certificates.

## **Induction**

The Induction process provides each learner with an overview of what they can expect throughout their training with us. Information is collated on each person's career goals and aspirations, their qualifications and prior achievements, literacy, numeracy and digital skills results, personal circumstances and any other circumstances which may affect learning.

When identifying the learner's needs the following issues are considered:

- Results of literacy, numeracy and digital skills assessments;
- Results of workplace assessments, observations and tests;
- Any learning needs identified through discussion and supported documentation;
- Personal aspirations;
- Employer aspirations;
- Development and career opportunities within the Meat Industry.

## **2. Implementation**

When conducting Inductions, we will ensure that:

- Learners are fully involved in the entire initial assessment process;
- Learners understand the benefits of what they are being asked to do and how information will be used;
- The purpose of each stage of the assessment;
- Any employer, parent or carer is kept up to date;
- Outcomes are recorded in the student file and also all relevant training staff have access to the Learning Plan;
- The Scheme Manager will liaise with the appropriate staff regarding viewing relevant sections of the documentation received from external agencies to enable the teacher(s) to best support the young person;
- Constructive feedback is given on the results of all assessments.



### 3. Review

This policy, its compliance to our Equality and Diversity Policy, and the implementation of the initial assessment process will be reviewed annually by the Training Manager.

Signed

**JANE DALE**

Managing Director

Reviewed: June 2023

To be Reviewed: June 2024