



Bridgetraining

INITIAL ASSESSMENT POLICY

Bridge Training is committed to accurately identifying what each learner needs to learn and be aware of any support requirements that they may have prior to the commencement of the learning programme. We are also committed to developing effective Learning Development Plans (LDP's) that reflect each learner's specific needs, enables the learner to achieve their qualification goals and ensures that each learner gets the most out of their learning programme.

Initial Assessment - Initial Interview

Initial interviews will be conducted with each prospective learner and their support worker (where appropriate) when they attend a lookaround at Bridge Training. The initial interview will identify the course the young person wishes to undertake, previous qualifications achieved, Bursary eligibility, and any learning difficulties and support needs the young person has, in order for Bridge to be able to meet the young person's needs. If a young person is found to have additional needs, or has involvement with any external agencies (ie YOS, CAMHS etc), an s139a or 'Moving on Assessment' will be required to be completed by their Support worker (see 'Requisition of s139a Assessment' policy for further details). If this is the case, a start date will not be given until all the documentation is received and reviewed by the Unit Head and IAG Manager.

If there are no support needs, the young person will be informed of the induction process and a start date will be given to them.

Initial Assessment - Induction

The Induction process provides each learner with an overview of what they can expect whilst at Bridge Training. During the LDP stage, information is collated on each learner's career goals and aspirations, their qualifications and prior achievements, functional 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 Functional Skills Assessments
- Any learning needs identified through supported documentation, such as statements, risk assessments, s139a's etc
- The young person's future plans



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2. Implementation

When conducting Inductions, Bridge Training staff 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
- Outcomes are recorded on the learner file and also all relevant training staff have access to the Learning and Development Plan
- The IAG 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

The policy and implementation of the initial assessment process will be reviewed annually by the Quality Manager.