



Initial Assessment

Aim

Sportscape Education uses Initial Assessment to build a clear, accurate and realistic picture of learners' starting points. This initial assessment process will be completed for all learners' irrespective of programme or qualification.

What we measure

We use various methods of initial assessment to gain the most accurate picture of each learner in the early stages of their learning programmes. Prior to sign up we measure:

- * Current attainments – inc. prior qualifications, training
- * Potential to complete their chosen qualification – use of chosen product or system for literacy and numeracy assessment
- * Learning needs – recognised and assessed learning needs, learning styles
- * Skills gaps
- * Employer assessment – assessment of learners' current skills and behaviours

On programme start we then continue initial assessment at a deeper level

- * Diagnostic assessments of literacy and numeracy – areas of required support to develop wider skills
- * Self-assessment – Learners will complete their own assessment of skills and behaviours as dictated by their field of work. This will continue throughout programme
- * Tutor evaluation of knowledge, skills and behaviours

What this will enable

- * Provision of appropriate advice and guidance
- * Selection of an appropriate qualification at an appropriate level
- * Allocation of an appropriate assessor
- * Identification of potential support required

- * Planning of learner centred delivery programmes
- * Development of detailed and specific Individual Learning Plans (ILPs)
- * Recognition of learning and assessment opportunities

Responsibilities

Tutor

It is the responsibility of Enrolment Officers to put the learner at the centre of through the initial assessment process to gain an understanding of the learner and their requirements

Complete additional initial assessments after sign up and encourage use of tools throughout programme. Use all initial assessment information to plan for individualised teaching and learning sessions.

Quality Assurers

Monitor the use of Initial Assessment in planning learners' programmes to ensure individualised learning plans can be implemented

Curriculum Lead

Monitor use of chosen product or system to ensure all learners have access to and are completing Diagnostic Assessments to plan for learning.

Results of Initial Assessment

Learners will complete the Initial Assessments (using the chosen product or system) to identify the level they are working towards. Learners must be enrolled on the level above the level they have either previously achieved or currently assessed at.

If the Initial Assessment results are not at the required level for the qualification Tutor will feedback, in confidence, to the learner clearly explaining the requirements and support available.

When required levels are not achieved the tutor will:

- * Signpost to websites for practice skills to ensure the learner is able to gain knowledge and build confidence

* Re book an appointment with the learner to enable them to re sit their Initial Assessment

* Ensure the learner is aware that support is available and the Initial Assessment is not a test

Once the Initial Assessment has been re taken, results will be communicated to the learner in confidence. Should the learner not meet the required level at this point then this should be referred to the MD where each case will be looked at individually to ensure that the learner is not disadvantaged and the relevant support, advice and guidance is in place.

Approved by:	Version:	Issue Date:	Review Date:	Next Review:

MD	V.1	June 2018	Jan 2019	Jan 2020
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