

Recruitment and Initial Assessment of Apprentices Policy

Policy Code:	TE3
Policy Start Date:	September 2024
Policy Review Date:	September 2027

Please read this policy in conjunction with the policies listed below:

- HR6 Data Protection Policy
- HR16 DBS Policy
- HR32 Recruitment and Selection Policy
- HR33 Records Management Policy
- TE1 Technical Recognition of Prior Learning Policy
- TE8 Technical Learner and Employer Compliments and Complaints Policy



1 Policy Statement

- 1.1 The policy outlines The Priory Federation of Academies Trust's (the Trust) approach to recruitment of apprentices (and potential employers), and how the Trust assesses learners prior to commencement of their apprenticeship to ensure suitability.
- 1.2 For the purpose of this policy, 'learners' applies to potential and current apprentices enrolled with Priory Apprenticeships.
- 1.3 References to the Trust or Academy within this policy specifically include all primary, secondary and special academies within the Trust, as well as Priory Apprenticeships.
- 1.4 This policy does not form part of any member of staff's contract of employment and it may be amended at any time.

2 Roles, Responsibilities and Implementation

- 2.1 The Education & Standards Committee has overall responsibility for the effective operation of this policy and for ensuring compliance with the relevant statutory framework. This committee delegates day-to-day responsibility for operating the policy and ensuring its maintenance and review to the Director of Professional Learning.
- 2.2 Leaders and Managers have a specific responsibility to ensure the fair application of this policy and all staff are responsible for supporting colleagues and ensuring its success.

3 Aims

- 3.1 To ensure the most appropriate form of training is identified for any individual or organisation wishing to undertake training with Priory Apprenticeships.
- 3.2 To ensure appropriate action can be identified for any individual for whom a suitable training opportunity cannot be found.
- 3.3 To ensure that learners' prior learning, key skills and understanding are suitably assessed to ensure appropriateness for the chosen apprenticeship.
- 3.4 To ensure that initial assessment is undertaken to confirm that learners are on the most appropriate programme.



4 Recruitment and Enrolment

- 4.1 Apprentices who are employed to work within the Trust will be recruited in line with HR32 Recruitment and Selection Policy.
- 4.2 Apprentices who are employed to work for a company/organisation external to the Trust will be recruited according to that particular setting's recruitment policy/procedures.
- 4.3 Any individual who joins Priory Apprenticeships will be asked to complete the following:
- Personal Details Enrolment Form (for eligibility)
 - Training Plan
 - Apprenticeship Agreement
 - Skills Scan

5 Learner Pre-Qualification

- 5.1 Priory Apprenticeships will ensure that the learner is suitable to receive ESFA funding and in a job role to complete a learning programme.

6 Initial Assessment

- 6.1 Initial assessment is undertaken for the following reasons:
- to ensure the learner is in an appropriate job role and is able to complete their chosen learning programme;
 - to identify any additional learning and support needs;
 - to allow for funding enhancements to be claimed if appropriate; and
 - to enable effective programme delivery.
- 6.2 Priory Apprenticeships are responsible for ensuring the learner completes a recognised initial screening/initial assessment. The results of any assessment undertaken will be discussed with the learner, and used to identify any additional learning requirements that may affect programme delivery and/or funding.
- 6.3 Priory Apprenticeships uses the Basic & Key Skills Builder (BKSB) initial assessment. BKSB results should be recorded on the initial assessment feedback form. If either or both of the assessments, or any other assessments completed in addition to this identify that the learner has any additional requirements, details should be provided in the relevant sections of the enrolment form. Should the learner be subject to any additional funding, this will be claimed through the ESFA.

7 Authority to release assessment information

- 7.1 Following initial assessment, it is possible that Priory Apprenticeships will not be the appropriate provider for the learner, resulting in a further referral. In the interest of the learner, it could be of value to forward the result of their assessment(s) onto the referred agency, with the learner's explicit consent.

8 Retention of learner information

- 8.1 Priory Apprenticeships retains learner information for six years, from the date of the end of an apprentice's course, in line with ESFA data retention policy.

9 Induction

- 9.1 To ensure the learner has an effective induction and that the activities are captured and auditable, all learners' inductions must include:
- an introduction to Priory Apprenticeships;
 - an introduction to the programme of learning;
 - an introduction to functional skills Maths and English (if appropriate);
 - information about the appeals procedure;
 - signing the Individual Learner Record (ILR) and all on-boarding documents;
 - information about off the job training.
- 9.2 To meet their needs and ensure funding body data requirements are captured and are auditable, the relevant sections of the individual learning plan will be completed with information collected from the learner, including details of the additional support if applicable.

10 Policy Change

- 10.1 This policy may only be amended or withdrawn by the Priory Federation of Academies Trust.



The Priory Federation of Academies Trust

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This Policy has been approved by the Education & Standards Committee:

Signed..... Name..... Date:

Trustee

Signed..... Name..... Date:

Chief Executive Officer

Signed..... Name..... Date:

Designated Member of Staff

Please note that a signed copy of this agreement is available via Human Resources.