

Triton Training Limited	System of Work	PAGE ISSUE DATE REVIEW	Page 1 of 5 Four 05/01/2024 05/01/2025
TITLE: ATC Learner Initial Assessment Policy		APPROVED BY: Directors	

## 1. Initial Learner Assessment Policy

This policy applies to all learners who enrol onto a course programme with Triton Training. It details our commitment to making sure that every learner is working toward an appropriate programme of learning that has been discussed and agreed based on a thorough initial assessment.

Initial assessment forms one of the first experiences our learners have with us and will influence their initial impression and expectations of their course. It represents the first stage in the learning cycle and starts from the first contact we have with a prospective learner and continues to the point where we agree an individual plan of learning with them. The process of initial assessment is used to determine a learner's suitability for a course, existing skill level and establish their starting point. This also provides the baseline on which to measure how a learner progresses.

## 2. Policy aim and purpose

All learners should undertake a period of initial assessment. The learner is at the centre of the process and it should fully engage them. It is a holistic process that takes place prior to the learner starting their course and may consist of (but not exclusive to) self-assessment activities, questionnaires, professional discussions, review of prior achievements, and appraisal of written, numerical and verbal tasks. The purpose is to ensure that collectively, initial assessment activities build up a picture of a learner's current position and learning needs in relation to their chosen course based on a minimum of:

- Confirmation that the learner meets the prerequisites of their chosen course.
- Confirm Learner Existence and Eligibility Check
- Identify expected outcomes from undertaking the course and specific course requirements.
- Identify the learner's career aspirations, how the chosen course supports this and potential further learning.
- Identify any recognised prior learning, achievements, skills, experiences in relation to the requirements of the learner's chosen course.
- Identify the learner's current skill level to be able to demonstrate the knowledge and behaviours required to meet the course outcomes.
- Identify any additional help that the learner requires to address barriers which may impact on their ability to meet the course outcomes (Barriers may include but are not limited to Legal, financial, personal, technological or educational).
- Identify any reasonable adjustments that need to be applied to overcome barriers which may impact on the learner's ability to meet the course outcomes.

- Confirm the learner's ability to perform the different tasks and activities required at end point assessment.
- Identify the learner's level of maths and English in relation to the requirements of the course outcomes (Only applies to funded course learners as a prerequisite of the Education & Skills Funding Agency).
- Confirmation that a funded learner meets any prerequisites of the Education & Skills Funding Agency necessary to support their application.

The outcomes from the initial assessment should form the basis for agreeing eligibility and suitability for a learner's to enrol on their chosen course. Assessment should also determine any further action or preparation by Triton Training to accommodate the learner fully and allow them the opportunity to succeed by applying any necessary adjustments or support.

### **3. Responsibilities**

- The Triton Training Directors are responsible for ensuring that this policy is applied fairly and consistently by all team members involved in learner Initial Assessment.
- The Triton Training Directors are responsible for ensuring that any team members involved in learner Initial Assessment are trained this policy.
- The Triton Training Directors are responsible for ensuring candidates are treated fairly and consistently and will ensure this policy is implemented.
- The Triton Training Quality Manager is responsible for learner eligibility decisions and all decisions must be recorded.
- Triton Training Course Tutors are responsible for completing learner Initial Assessment with prospective learners and gathering supporting evidence.
- Triton Training Course Tutors are responsible for following this policy in accordance with their training and completing prospective learner's initial assessment to establish a programme of learning.
- Triton Training Course Tutors are responsible for contacting all prospective learners with the outcome of the initial assessment, formal feedback and guidance within 48 hours via email.
- All prospective learners are responsible for adhering to agreed timeframes, providing accurate information and supplying genuine supporting documentation required for their initial assessment.

### **4. Equality & Diversity**

Triton Training is committed to promoting equality and diversity in its policies and procedures, adhering to current legislation e.g. The Equality Act 2010.

Learner Initial Assessment will always be carried out without regard to the nine protected characteristics:

1. Age
2. Disability
3. Sex
4. Gender reassignment
5. Pregnancy and maternity
6. Race

7. Sexual orientation
8. Religion or belief
9. Marriage and civil partnership

## 5. The Learner Initial Assessment Process

The learner Initial Assessment process should be:

Transparent, free from conflict of interest and relevant to the prospective learner and their chosen course.

All prospective learners wishing to enrol onto a Swim England, STA or RLSS Course with Triton Training must complete a learner initial assessment form including:

- Personal details
- Learner Existence and Eligibility Check
- Choice of course/Timetable & Attendance Requirements
- Personal Objectives
- Coursework & Practical Assessment
- Recognised Prior Learning
- Prerequisites & Qualifications
- Payment & Certification
- Photography Consent
- Barriers to learning
- Criminal conviction declaration
- Special needs or support & Special Considerations
- Initial learner assessment must be brought to the attention of the Triton Training Quality Manager via email at [Info@tritontraining.co.uk](mailto:Info@tritontraining.co.uk) as soon as reasonably possible by the Course Tutor.

Learner Initial Assessment must be an evidence based process and prospective learners should be assessed against agreed criteria, based on prerequisites of enrolment in accordance with the relevant National Governing body for the specific course (Swim England, STA or RLSS) and any associated funding providers (if applicable).

- No additional criteria will be introduced and the Learner Initial Assessment process must be undertaken on a fair and consistent basis.
- No prospective learner should be approved who does not, as a minimum, meet the defined prerequisites of enrolment in accordance with the relevant National Governing body for the specific course (Swim England, STA or RLSS) and any associated funding providers (if applicable).
- To avoid any possibility of discrimination, learner initial assessment forms must not contain any information relating to sex, race. Etc.
- Any skills tests (e.g. fitness or practical demonstrations of skills) must be directly related to the specific course and measured against the defined prerequisites of enrolment in accordance with the relevant National Governing body for the specific course (Swim England, STA or RLSS).
- Candidates must be notified about the details of any skills test when they submit their initial enquiry.

- Where required, every effort must be made to make reasonable adjustments for prospective learners with disabilities.
- Triton Training's Quality Manager will take account of all sections of the learner initial assessment process, assessing prospective learner against the criteria.
- Learner initial assessment decisions are the sole decision of the Triton Training Quality Manager and all decisions must be recorded.
- All prospective learners will be contacted via email by the course tutor with the outcome of the initial assessment, formal feedback and guidance within 48 hours via email.

## 6. Documentation

- The learner initial assessment process will be documented at each stage, resulting in a clear audit trail and transparency of decisions.
- All documentation relating to learner initial assessment process will be retained for 6 months from the date of the commencement of the Initial submission by the prospective learner.
- Documentation relating to successful learners will be transferred to their personal learner file. By keeping appropriate records Triton Training can demonstrate in the event of an enquiry or complaint that appropriate procedures have been followed.
- Information on candidates must be treated in the strictest confidence and restricted to those directly involved in the learner recruitment process.
- Triton Training will use appropriate ICT to manage the learner initial assessment process and therefore applicant data will be stored electronically and all recruitment documentation will adhere to the requirements of GDPR.

## 7. Learner Initial Assessment Decisions

- The Triton Training Quality Manager is responsible for learner initial assessment decisions and all decisions must be recorded.
- Triton Training's Quality Manager and course tutor will take account of all sections of the learner initial assessment, assessing prospective learner against the criteria.
- All offers of training places with Triton Training (verbal and written) are subject to the learner supplying relevant accompanying documentation (proof of prerequisites, certificates, I.D. etc.).
- All prospective learners both successful and unsuccessful will be contacted via email by the course tutor with the outcome of the initial assessment within 48 hours via email.
- After assessment has taken place, Triton Training's course tutor will be required to provide feedback to the learner, discussing the results and provide support or further guidance on options available for further development.
- A prospective learner can appeal a learner initial assessment decision if they choose. The specific details of the appeal should be brought to the attention of Triton Training by email and by the learner who wishes to lodge the appeal. Any appeals should be sent to [info@tritontraining.co.uk](mailto:info@tritontraining.co.uk) Specific details should include the nature of the appeal and key dates, times and personnel involved. At this point Triton Training's Appeals policy should be followed.

## 8. Updates of Procedure

Issue	Written, Checked and Approved	Issue Date	Action by
1	Written, Checked and Approved	01/01/2021	Krystal Buckley
2	Checked and Approved	01/01/2022	Krystal Buckley
3	Checked and Approved	01/01/2023	Krystal Buckley
4	Checked and Approved	05/01/2024	Krystal Buckley

## 9. Internal Documents & Forms

1. Triton Training ATC Equality & Diversity Policy.
2. Triton Training ATC Appeals Policy.
3. Triton Training ATC Data Protection Policy.
4. Triton Training ATC Document Retention Policy.
5. Triton Training ATC Complaints Policy.
6. Triton Training ATC Recognition of Prior Learning Policy.
7. Triton Training Learner Initial Assessment Form.
8. Triton Training Skills Test Form
9. Triton Training Interview/skills test Reasonable Adjustments Form.

## 10. External Sources of Information

1. RLSS Guidance Documents.
2. Swim England Guidance Documents.
3. STA Guidance Documents.
4. ESF Guidance Documents.