



# Initial Assessment and Delivery of English and Maths Policy

## Introduction

MBKB ensures all apprentices have their knowledge, skills and understanding within the areas of English and maths assessed prior to embarking on a programme regardless of level, qualification or funding stream. This is to ensure the following:

- Previous learning and achievement of English and maths is assessed and considered during the initial stages.
- That the programme is an appropriate level for the Apprentice to complete.
- Appropriate support, training and extended activity can be planned based on individual needs and requirements.
- To ensure progression is achievable and lower level knowledge is present.
- Encouragement of stretch and challenge within areas of maths and English.

This policy is to ensure we are offering the best quality training and learning, that is appropriate to the individual and suitable for their needs and requirements in the areas on English and maths. To ensure that all apprentices are given opportunity to develop and enhance their skills and knowledge within English and maths in line with government policy and guidance.

This policy:

- Defines what is meant by prior learning and achievement within the areas of English and maths.
- Outlines the process for assessing prior learning and achievement
- Details accepted forms of exemptions and guidance.
- Outlines the process for identifying current levels of knowledge and skills within English and maths.
- Information regarding delivery of English and maths throughout the programmes
- Outlines the responsibilities in terms of initial assessments of prior learning and achievement in the areas of English and maths.
- Outlines the Compliance and quality checking of the initial assessment judgements and prior learning/achievement evidence, ongoing teaching and learning and support of additional learning support.

This policy applies to all apprentices that wish to complete a programme with MBKB. It is a document for guidance, instruction and compliance for all employees of MBKB including Tutors, Business Development team, Quality Team and Administrators. This includes individuals involved with any aspects of the creation, marketing, sales, delivery, marking or any other activity connected with MBKBs Apprenticeships, qualifications, assessments, and supporting resources and services.



### **Definition of prior learning and achievement within English and maths**

The definition of prior learning within the area of English and maths would be identification of any previous certification or accreditation of qualifications and training. To find out what would be accepted as a full exemption, please see figure 1 below in this policy.

### **Processes and Procedures for completing an initial assessment of prior learning and achievement in English and maths**

A part of the initial assessment and planning phase of the learner journey MBKB will carry out checks to ensure prior learning and achievement are taken into consideration when planning the apprentices programme. The following activities will be carried out

**Enrolment Application Form** – Once initial contact has been made a candidate is asked to complete an enrolment form. This outlines the following items:

- Last educational establishment attended.
- Qualifications, including levels and grades
- Additional support requirements
- Identified learning needs – e.g. Dyslexia, Dyspraxia etc

**CV and Job description request** – This is so that as a training provider can see what the candidate has done before in and out of employment and how that experience may relate to the requested programme. The job description allows us to identify areas where English and maths may be used within their role and identify areas of strength

**Discussion of prior learning and experience** – A discussion is held with the candidate and tutor to ensure all prior learning and knowledge is taken into consideration and ensure that the relevant knowledge from lower levels is present before progression is agreed. This is logged on the initial documents – Individual session plan.

**Learner record** – The apprentices LRS is inspected by MBKB to show previous qualifications and levels within English and Maths that have been attained, occasions where study may have been incomplete.

**Certificates** – MBKB will examine of any certificates the apprentice has issued to us.

**Completion of Initial Assessments and Diagnostics** - We will then examine the initial assessment scores and diagnostic results to confirm competency and current levels across the subject and their differing sectors.

Once the full onboarding phase 1 and initial assessments outlined above have been completed the target for Maths and English along with any exemptions is recorded on the apprentice's individual commitment statement which is then used to update the learner journey. Maths and English delivery then planned as appropriate to these findings.

Delivery of Maths and English is recorded monthly and session plans and reviewed by our Quality Assurance team at T&L observations and sampling periods.



**Accepted forms of exemptions and guidance.**

Certificates are requested at the very start of the process, they should be checked that the name and date of birth matches that on our information, for name changes for example marriage – proof of name change will be also required.

In line with government literacy and numeracy policy and ESFA guidelines for English and maths the following prior learning can be accepted as exemptions:

Fig.1

Qualifications	English	Maths	Minimum acceptable grade
GCSE*	Any GCSE with English in the title	Any GCSE with Mathematics in the title	E or 2**
International GCSE	Any International GCSE with English in the title	Any International GCSE with Mathematics in the title	E or 2
Functional Skills level 1	English	Mathematics	Pass
Key Skills level 1	Communication (Literacy)	Application of Number (Numeracy)	Pass
A Level	Any A Level with English in the title	Any A Level with Mathematics in the title	E or Ordinary Grade (pre 1986)
AS Level	Any AS Level with English in the title	Any AS Level with Mathematics in the title	E
Core Maths level 3***	-	Mathematical Studies Using and Applying Mathematics Quantitative Problem Solving Quantitative Reasoning Mathematics in Context Mathematics for Work and Life	E
Free-Standing Mathematics level 2		Level 2 Free-Standing Mathematics Qualification - Foundations of Advanced Mathematics	E
Pre U Certificate	Literature in English	Mathematics Further Mathematics	P3



O Level	English language English literature	Mathematics	E (pre 1975 evidence of a Pass)
CSE	English	Mathematics	2 and 3
British Sign Language**** (Regulated Qualifications Framework level 1) (Scottish Credit & Qualifications Framework level 4)	British Sign Language	-	Pass
Essential Skills Wales level 1	Essential Communication Skills or Essential Skills Wales in Communication	Essential Application of Number Skills or Essential Skills Wales in Application of Number	Pass
Essential Skills (Northern Ireland) level 1	Certificate in Essential Skills Communication	Certificate in Essential Skills Application of Number	Pass
Scottish Advanced Higher (SCQF level 7)	English	Mathematics	C
Scottish Higher (SCQF level 6)	English	Mathematic	C
Scottish National 4 (SCQF level 4)	English	Mathematics Life skills Mathematics Applications of Mathematics	Pass
Scottish Intermediate 1 (SCQF level 4)	English	Mathematics	C
Scottish Standard Grade General (SCQF level 4)	English	Mathematics	3
Scottish National Certificate Unit	Communication 4		Pass



SCQF level 6)			
Scottish Core Skill Unit (SCQF level 4)	Communication	Numeracy	Pass
Scottish Workplace Core Skill Unit (SCQF level 4)	Communication	Numeracy	Pass
Scottish National Unit (SCQF level 4)	Literacy	Numeracy	Pass
Scottish Ordinary Grade (SCQF level 5)	English	Mathematics	C
IBO Middle Years Programme level 1/level 2 Certificate	Language and Literature	Mathematics Mathematics - Extended	2
International Baccalaureate Diploma	Standard or Higher level qualification in: English A: Literature English A: Language and Literature Or English Literature and Performance	Standard or Higher level qualification in: Mathematical Studies Mathematics Further Mathematics	Grade 3
<b>English and maths qualifications at higher levels</b>			
English and mathematics qualifications at a higher level (e.g. level four and above) will be acceptable. For Scotland this would be an English or Mathematics qualification at SCQF level 7 and above (e.g. Advanced Higher)			

Certificates will be stored securely on MBKBs drive and E-portfolio system SMART Assessor until Final ACE claim or End Point assessment. Where a candidate feels they have the relevant qualifications but needs to obtain copies of certificate 2 months will be given to allow this, however English and Maths will still be embedded within the programme. Where the certificate is not available then a formal transcript or notification of results. will be checked, validated and authenticated by MBKB.

**Processes and Procedures for completing an initial assessment of current knowledge and skills in English and maths**

MBKB will assess all apprentices’ current levels of English and maths by use of our initial assessments system, the candidate will be asked to complete these during the initial phase before any planning or acceptance can take place. The initial assessment highlights the level that is currently being worked at using a series of activities and questions. Once an initial assessment has been taken the candidate will also be asked to sit a diagnostic assessment to highlight areas of strength, weakness and development.



The results from these assessments are discussed with candidate and employer and used to plan further training and learning in relation to the assessment. This discussion is recorded on the document - Individual session plan

The areas that are highlighted are then added into the apprentices Individual Learner Journey. All apprentices that embark on a programme with MBKB will work towards improving and enriching their knowledge and skills within English and Maths, irrespective of their starting competency.

### **Delivery of English and maths throughout the programmes**

As previously stated all apprentices training with MBKB will improve, develop and enhance their English and maths knowledge and skills throughout the programme. For those apprentices for which English and maths is not a “requirement” will be encouraged to work on developing their skills further by completing embedded activities and given opportunities to practice those skills. All teaching materials have the subject embedded in them and learning is recorded within the session plans for each visit/contact made. English and Maths will be discussed, taught and encouraged at every session. This can be on a 1 to 1 basis, group, face to face, webinar or remote learning.

For those that are completing apprenticeships, there are requirements that must be met for each individual standard/framework. For apprentices the following applies:

#### Level 2 Apprenticeships

Apprentices must:

- a. Achieve an English and maths qualification of at least Level 1 (Functional Skills Level 1) before taking end point assessment, or final framework achievement
- b. Start/continue to study and take the test for level 2 English and maths (Functional Skills Level 2) before they complete their apprenticeship: they do not have to achieve level 2 English and maths to complete their apprenticeship.

#### Level 3 and above Apprenticeships

Apprentices must:

- a. Achieve level 2 Functional Skills in English and maths before taking end-point assessment of final IQA achievement.

For apprentices who already hold the relevant levels of English and Maths we ensure they gain some learning in higher level English and maths as a development and enrichment activity. MBKB provide appropriate stretch and challenge activities, giving access to higher level materials such as level 3, GCSE statistics and analysis activity. This will be planned throughout the learner journey and be chosen based on their previous knowledge and skills.

Additional support will be given monthly to those that require it, in specific sessions planned in for these subjects only. MBKB employs additional support in terms of an English and maths specialist tutor to address specific learning needs for apprentices and to aid with the Tutor team CPD. Resources are available through distance learning packs, taught learning sessions and activities through the virtual learning environment.



## **Responsibilities and Monitoring**

It is the overall responsibility of the MBKB employee managing the onboarding phase to ensure that the activity outlined above is completed for every candidate. If the employee feels that the candidate has a specific learning need or requirement, this should be discussed with the Performance Director, Quality Director or CEO. It will be the responsibility of the Administration/Audit team to ensure compliance with this policy and all relevant steps have taken place to ensure all the points stated within the introduction have been met.

In line with the Quality processes and procedures the above activity will also be subject to quality observation checks, and sampling activity.

It is the responsibility of the operational team to ensure that all employees are sufficiently trained within this process and understand the requirements of the policy. Refresher training will be completed and standardisation of English and Maths delivery completed on a regular basis.

It is the responsibility of the Tutor to ensure Learner Journeys are kept up to date as an ongoing working document and that Initial assessments are completed again when the tutor feels progress is made.

Name - Mark Bremner  
Date...09/05/2019

A handwritten signature in black ink, appearing to read 'Mark Bremner'.