



**ENABLE**

The Voluntary and Community Sector  
Learning and Skills Consortium

# **Initial Assessment Policy**

**Change History**

<b>First Published:</b>		28/10/2008	<b>Originally Created by:</b>	Quality Lead
<b>Person Responsible for Policy:</b>		Enable CEO		
<b>Date of Review</b>	<b>Reviewed by</b>	<b>Policy changes</b>	<b>Approved by</b>	<b>Date of next review</b>
19 Feb 2018	Standards Officer	Changes to job titles to reflect new organisational restructure.  Small changes to wording and referencing	Operations Manager	23 July 2018
13/09/2018	Standards Officer	No Changes	CEO	17/09/2019
21/04/2020	SMT	No Changes	CEO	21/04/2021

**Strategic Commitment**

Enable is committed to an effective and coherent initial assessment policy which will ensure all learners' needs are identified. Help and support can then be put in place to enable the learners to achieve their full potential.

**Purpose**

To ensure a consistent initial assessment for all learners in a range of voluntary sector organisations.

**Policy**

Enable is committed to ensuring learner initial assessment is fair, efficient and thorough. Enable is fully committed to equality of opportunity in initial assessment.

**Initial Assessment Arrangements**

All organisations must complete the following requirements as a minimum when completing learner initial assessment:

- A maths, English and ICT assessment must be completed (where applicable).
- A task relevant to the course content must be completed.
- A Learning Styles Assessment should be completed to determine the preferred learning style of all learners.
- Career aspirations and relevant abilities, interests and skills
- The outcomes from initial assessment must inform an Individual Learning Plan (ILP). An ILP should be completed for all learners, to be reviewed at regular intervals.

Enable Initial Assessment Standards provide further guidance. The Standards Officer can also offer advice and support if required.

**POL-012**  
**Implementation**

1. The policy will be reviewed and discussed with all existing organisations and new organisations during their initial visit.
2. The policy will be displayed on Enable's website.
3. Implementation will be reviewed during regular Visits undertaken by the Standards Officer.

**Related Documents**

Enable standard ILP is available on the Enable website

Initial Assessment Procedure

**Signed:** \_\_\_\_\_

**Position:** \_\_\_\_\_

**Date:** \_\_\_\_\_