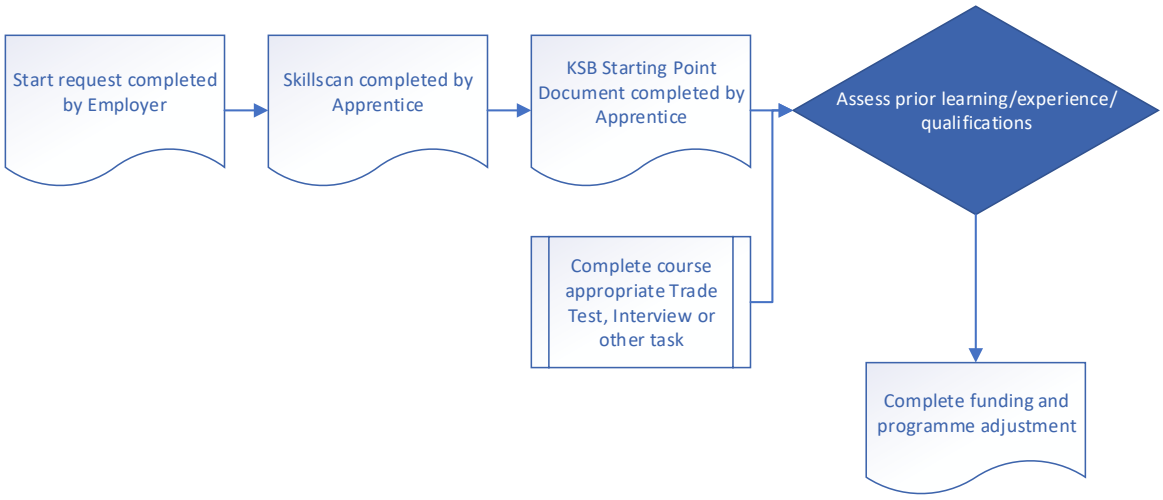
City College Norwich – Apprenticeships

Process Map

Initial Assessment of Prior Learning

1. The following process map details the requirements for Initial Assessment of Apprentice's Prior Learning and Experience. This process may lead to alterations in both the duration and cost of an Apprentice's programme. In some instances, the outcome may exclude the potential Apprentice from a programme where there is too little additional or new learning to justify the use of public funding.

2. The process flow below shows the stages involved in Initial Assessment. Please seek guidance from your Apprenticeship Delivery Manager should you require assistance



   a. Start request and Skills Scan completed by Employer and Apprentice detailing prior qualifications and experience (Appendix 1). This should be reviewed to complete an initial determination of fit between candidate and programme.
   b. Knowledge Skills and Behaviours starting point measured by KSB form (Appendix 2). This should be reviewed to complete an assessment of the starting point against the Standard. Significant prior experience and/or qualifications may result in a programme and/or funding adjustment.
   c. Maths and English BKSB assessment completed prior to start of programme to determine level of support required for English and Maths.
   d. Individual Apprenticeship requirements. These include trade tests, short quiz and interview (for example Motor Vehicle), specific initial assessments (short interview and CV for management) which provide more vocationally specific details.

Appendix 1 – Start Request and Skills Scan

CCN Apprenticeship Start Request - *City College Norwich UKPRN 10004772*

For City College Norwich to process your new Apprenticeship starter paperwork, please reply to this email completing the information requested. By replying to this email, you confirm that you are happy to pay the Apprenticeship fee as stated below in the Funding Details section. Please complete ALL highlighted fields.

Course Details

Code	Level	Course Title	Occurrence	Start Date	Funding
					£

Employer Details

Organisation Name:	
Organisation Address:	
Employer Contact Name:	
Employer Telephone:	
Employer Email:	
Number of Employees (ESFA):	

Employer Contribution

Total Price of Apprenticeship:	£
Levy Paying Employer Contribution:	£
***Co. Investment Employer Contribution Amount:**	£
100% ESFA Funded Employer (no fee applicable):	Yes / No
Small Employer (fewer than 50 employees):	Yes / No

***Employer authorisation: We agree to City College Norwich invoicing us, to the address below, for the above amount, in respect to the candidate named and by returning the completed Start Request I authorise and take responsibility for this invoice.**

The above price is made up of the following services:

- Delivery for off-the-job training.
- Registration and Examination (including certification) costs for mandatory qualifications, excluding license to practice.
- On-Programme Assessments.
- Any equipment or materials needed to deliver the required training to complete the apprenticeship.
- Administration costs that are directly related to training and assessment, including the end-point assessment if applicable. Costs also include those relating to ongoing development of teaching materials, lesson planning, the processing of the Individual Learner Record (ILR) which is used to return data to the government and generate funding, and quality assurance.
- Costs to resit an exam linked to a mandatory qualification, even where no additional learning is required.
- Additional learning required to retake a mandatory qualification or an end-point assessment.

Candidate Details

Candidate Name:	
Title:	
Gender (M/F):	
Date of Birth:	
Candidate Address:	
Candidate National Insurance Number:	
Candidate Personal Email:	
Candidate Telephone Number:	
Age at Start of Apprenticeship Course:	
Highest Level/Grade (include predicted):	English: Maths: Science:
Candidate is an Existing Employee:	Yes / No
Employment Start Date:	

Apprentice Skills Scan

Complete the below based on all prior qualifications and skills acquired before starting the Apprenticeship

Prior Qualifications & Skills Assessment

Please tick the highest level of qualification achieved before starting the course:

❑ Level One	❑ Level Four (e.g. HNC, Level 4 Diploma)	❑ Level 7 or above (e.g. Masters)
❑ Level Two (e.g. 5 GCSES A*-C or 9-4)	❑ Level Five (e.g. HND, Foundation Degree)	❑ Entry Level Qualifications
❑ Level Three (e.g. 4 AS levels, 2 Full A levels)	❑ Level Six (e.g. BA/BSc Degree)	❑ No Qualifications

Please provide the title and type of qualification of the highest-level qualification achieved:
(e.g. BTEC in Business, Degree in Mechanical Engineering, A Levels etc)

If this Apprenticeship is at the same or lower level than the highest-level qualification previously achieved, please select from the options below why your apprentice is doing this course and how the course differs from the highest-level qualification already achieved.

Prior qualification is in an academic subject (e.g. GCSE, A-level)	❑
Prior qualification is unrelated to this job role (e.g. prior qualification in vehicle maintenance when starting an IT apprenticeship)	❑
Change of career where different skills required (e.g. prior qualification in accountancy when starting an IT apprenticeship)	❑
To gain new skills in other areas (e.g. prior qualification in accountancy when starting a management apprenticeship)	❑
Other (if none of the above please detail how this course differs to prior qualifications and why your apprentice is doing this course)	

Apprenticeship is the same job role

If not previously employed prior to this apprenticeship, please tick here:	❑
If employed in this role before the Apprenticeship started, please detail any additional skills and knowledge that will be developed on this Apprenticeship programme:	
Skills:	
Knowledge:	
List all skills and knowledge acquired from any previous employment:	
Skills:	
Knowledge:	

For CCN Admin use

Requested By:		**Date:**	
Employer URN:			
BDO Site Visit Completed:	Yes / No		

Appendix 2 – KSB Example

KSB starting point capture

L3 Civil Engineering Technician	
Apprentice Name:	
Employer:	

Tick the relevant box and add details if amber/green/exempt…

	RED	AMBER	GREEN	EXEMPT
Standards – Knowledge / Skills / Behaviours (KSBs)	No previous KSB's or prior experience related to this apprenticeship	Small amount of previous KSB's or prior experience related to this apprenticeship	Significant amount of previous KSB's or prior experience related to this apprenticeship	Specific & Accredited prior qualifications related to this apprenticeship
	No further details required – full delivery plan required	Specify any **relevant/transferable** KSBs *(NB: likely to be minimal & won't affect funding or duration significantly but useful to know..)*	Specify any significant **relevant/transferable** KSBs *(NB: likely to be extensive and may affect the funding or duration of this apprenticeship)*	Specify details of prior qualifications *(NB: likely to affect the funding or duration of this apprenticeship)*
Knowledge				
1. **The different techniques and methods used to design, build and maintain civil engineering projects.** This includes understanding how ideas and requirements are converted into engineering designs; knowing the standards, contracts and specifications and their impact on the design and construction process				
2. **The appropriate scientific, technical and engineering principles relating to the design, delivery and maintenance of infrastructure and buildings.** This includes an understanding of the mathematical, scientific and engineering techniques required to support the design and construction processes, including building information management and modelling aspects of civil engineering				

disciplines with a demonstrable knowledge of sustainability				
3. **How to work effectively and contribute to engineering solutions by the correct use of resources and time.** This includes an understanding of project management systems, tools and techniques as they are applied to the design and construction process.				
4. **How to communicate effectively using a range of techniques.** This includes an understanding of different communication methods and when to use them; how to write technical reports; drawing and modelling conventions and engineering terminology; collaboration and effective team working				
5. **The code of conduct of relevant professional bodies and institutions including ethics and their application in design and delivery of projects.** Understanding the protection of client confidentiality, the need to adhere to corporate policies on ethics and diversity and the professional obligation to make a contribution to society				
6. **Safe working practices and how to comply with them.** Understanding regulations such as Construction Design and Management (CDM), Common Safety Method (CSM), hazard identification, mitigation and health safety and risk management in relation to project delivery				
7. **Sources of and approaches to Continuing Professional Development (CPD).** This includes an understanding of appraisal schemes including training and development plans, CPD obligations and competency requirements relating to self and others				
Skills				
1. **Select and use appropriate scientific, technical and engineering principles, techniques and methods to contribute to the**				

	design and delivery of infrastructure and building projects. This includes the ability to produce and self-check; calculations, models, drawings etc; use appropriate systems for data gathering, Computer Aided Drawing (CAD), Building Information Management (BIM) and project management; and assist with surveys and inspections.				
2.	**Work with others to contribute to produce integrated engineering solutions by the correct use of resources and time.** This includes the ability to contribute to developing, evolving and monitoring solutions to engineering problems whilst working to programme and within budget.				
3.	**Manage and maintain the quality of their own work and that of others.** Assess the task to be done, plan/schedule work and manage time; decide when to allocate work to other people; maintain the flow of information so the work can be completed on time; check work at an appropriate level and against appropriate standards and specifications. Keep well organised personal records of work undertaken				
4.	**Communicate effectively and appropriately with others using a range of techniques** including verbal communication, reports, models and drawings using correct terms, standards and formats.				
5.	**Keep themselves and others safe by adhering to safe working practices**. This includes the ability to identify hazards and assess risks, follow safe systems of work and adhere to all company safety policies.				
6.	**Maintain their own skills base and learning**. This includes the ability to continuously assess their own competence against training				

objectives and identify development needs and training action plans and comply with the code of conduct set out by their professional body.				
Behaviours				
Take a responsible approach to health and safety.				
Be professional, proactive and receptive to constructive advice and guidance				
Be willing to learn new skills and to adapt in the light of experience.				
Know one's limitations and when to ask for help or escalate				
Work independently when appropriate & take responsibility for and pride in their work.				
Demonstrate a positive approach to problem solving.				
Effectively contribute to discussions as part of a team.				

Appendix 3 – Example Scope of Work form (Plumbing)

Apprenticeship Programme: L3 Plumbing & Heating Level (9189)

Company Name:
Apprentice Name:

The **Level 3 Plumbing & Domestic Heating** qualification is a **mandatory** qualification within the apprenticeship standard.

Unit 113 (Performance Unit)
Learning outcome 1; Health and safety
Learning outcome 2; Preparation
Learning outcome 3; Installation
Learning outcome 4; Fault diagnosis and rectification procedures
Learning outcome 5; Commission plumbing and heating systems

A requirement of this qualification is that the candidate is **directly observed** on a **minimum of six occasions in the workplace** during Phase 2 and 3 of the course; 2 x first fix, 2 x second fix, and 2 x commission of relevant systems as below;

Observation 1; first fix installation of a SIGNIFICANT amount of pipework and associated fixings and fittings from the required range, picking up the requirements for health and safety holistically as part of the visit.

Observation 2; first fix installation of a SIGNIFICANT amount of pipework and associated fixings and fittings from the required range, picking up the requirements for health and safety holistically as part of the visit.

Observation 3; second fix complete installation of two major components from the required range in group A and associated pipework fixings and fittings picking up the requirements for health and safety holistically as part of the visit. More than 1 visit to site may be required to capture both of the required component installations.

Observation 4; second fix complete installation of two major components from the required range in group A and associated pipework fixings and fittings picking up the requirements for health and safety holistically as part of the visit. More than 1 visit to site may be required to capture both of the required component installations.

Observation 5; Complete commissioning of two of the system types from the required range picking up the requirements for health and safety holistically as part of the visit. More than 1 visit to site may be required to capture both of the required system types.

Observation 6; Complete commissioning of two of the system types from the required range picking up the requirements for health and safety holistically as part of the visit. More than 1 visit to site may be required to capture both of the required system types.

In order that the apprentice is able to collate suitable & appropriate evidence, we would like the organisation to indicate the scope of work which the apprentice will be completing as part of their usual duties; ***please tick below*** to indicate the tasks you can provide to your apprentice;

Unit 113 Evidence Requirements:

Learning outcome 1; **Health and safety in the workplace**	Achievable within organisations scope of work	Not achievable within organisations scope of work	If not achievable, how do you plan to accommodate?
Use of personal protective equipment			
Ensure appropriate provision for first aid is in place; (a) First aid kit (b) Accident book (c) Nominated person			
Ensure appropriate provision for fire safety; (a) Fire extinguisher (b) Evacuation procedure (c) Muster points			
Comply with information, warning, mandatory instruction and prohibition notice			
Perform manual handling techniques			
Ensure appropriate facilities are in place for welfare and personal hygiene			
Transport and store tools and equipment appropriately			
Verify appropriate access and exit routes to and from the work location; **(at least 3 of the following)** (a) Adequate lighting (b) Routes free from obstruction (c) Follow safety signs and notices (d) Emergency exit routes in place (e) Appropriate barriers			

Identify the procedure for reporting when a potential hazard is found in the workplace/ report potential hazard			
Dispose of waste materials			
Demonstrate safe working practices when joining pipework			
Produce a risk assessment/method statement in accordance with organisational procedures			
Use access equipment in the workplace; **(at least 2 of the following)** (a) Ladder (b) Tower scaffold (c) Stepladder (d) Platform (MEWP)			

Learning outcome 2; **Prepare for the installation of plumbing and heating systems and components**	Achievable within organisations scope of work	Not achievable within organisations scope of work	If not achievable, how do you plan to accommodate?
Check that all necessary job information is available			
Liaise with other persons to confirm the detail of the installation work to be carried out			
Comply with health and safety requirements; **(at least 2 of the following)** (a) Risk assessment (b) Method statements (c) Work permits			
Carry out preparatory work; **(all of the following)** (a) Safe and unobstructed access to the work area (b) Safe storage of materials, tools and equipment (c) Reporting pre-existing damage (d) Protecting the building fabric (e) Drilling masonry walls or concrete floors (f) Cutting/drilling holes in timber floor joists (g) Cutting notches in timber floor joists (h) Cutting chases in wall or floors			
Comply with organisational procedures for completing documentation that is required during work operations; (a) Variation order (b) Timesheet (c) Work programme (d) Material or plant requisitions (e) Delivery note			

Learning outcome 3; **Install plumbing and heating systems and components in the workplace**	Achievable within organisations scope of work	Not achievable within organisations scope of work	If not achievable, how do you plan to accommodate?
Confirm that the incoming or outgoing main supplies meet the requirements of the system or components			

Plan the installation and pipe work routes using relevant job information			
Complete installation work on cold water systems			
Complete installation work on plumbing systems; **(one of the following)** (a) Central heating systems (b) Sanitation systems (c) Gravity rainwater systems			
Position and fix pipework; **(3 of the following)** (a) Copper (b) Plastic pressure pipe (c) Steel (screwed or pressed) (d) Stainless steel (e) Plastic (drainage) (f) Rainwater			
Position and fix components; **(Minimum of 6 & 3 must be completed on 2 occasions)** (a) Bath (b) WC (c) Wash hand basin (d) Sink (e) Shower and tray (f) Cylinder (g) Boiler (not fuel supply) (h) Soil stack system (i) Rainwater guttering system (j) F&E/CWSC (k) Pump (l) Motorised valves (m) Radiator (n) Water conditioner/filter			
Position and fix components; **(3 of the following)** (a) Urinal (b) Bidet (c) Booster pump (d) Water meter (e) Fan convector (f) Low loss header (g) Macerator (h) Waste water lifter (i) Cesspit (j) Septic tank (k) Refrigerator cold connection (l) Washing machine/dishwasher (m) Water softeners (n) Underfloor heating circuit and manifold			
Connect pipework to system controls and main components			
Complete a range of jointing methods during pipework installation; **(4 of the following)** (a) Compression (b) Push-fit plastic pressure			

(c) Push-fit waste (d) Soft soldered (e) Crimped (f) Glues/adhesives (g) Fusion welded (h) Threaded/screwed			
Carry out a soundness test to industry requirements on systems pipework and components			

Learning outcome 4; Perform fault diagnosis and rectification procedures	Achievable within organisations scope of work	Not achievable within organisations scope of work	If not achievable, how do you plan to accommodate?
4.1 obtain fault information from the customer or end user			
4.1 use the manufacturer's instructions to obtain fault information			
4.1 utilise fault diagnosis flow charts when fault finding			
4.1 review previous service history of a faulty component			
4.1-5perform fault diagnosis and rectification procedures on (3 of the following (a-j) on each occasion diagnostic checks, decommissioning, fault repair or component replacement must be carried out before recommissioning and handing over to the customer			
(a) System debris (b) Pump failure (c) Leakage (d) Trap seal loss (e) Expansion and contraction (f) Cistern failure (g) Pumping over/persistent venting (h) Emitter cold spots (i) TRV/ valve (j) Tap/valve failure			

Learning outcome 5; Commission plumbing and heating systems in the workplace	Achievable within organisations scope of work	Not achievable within organisations scope of work	If not achievable, how do you plan to accommodate?
Candidates must be assessed on **two of the following systems on two occasions;** (a) Hot and cold water systems (b) Central heating systems (c) Sanitation and drainage systems			
Carry out a visual inspection of the system			
Charge the system to normal operating pressure and check for leakage			
Perform soundness test to industry requirements			
Flush the system with cold water on completion of soundness testing			

Operate the system and take performance readings in order to compare them to the design specifications			
Adjust system controls to establish that the system operates to its design specifications			
Prepare commissioning records for completed systems			
Instruct the customer in the efficient and effective operation of the system			