

## QUALITY ASSURANCE PROCESS FOR INITIAL NEEDS ASSESSMENT, INDIVIDUAL LEARNING PLANS AND INDIVIDUAL LEARNER PROGRESS REVIEWS

### Purpose

Initial Needs Assessment (INA), Individual Learning Plan (ILP) and Individual Learner Progress Reviews (ILPR) are central to high-quality apprenticeships. The Initial Needs Assessment determines the eligibility of the apprentice for the apprenticeship programme and funding, it also identifies the apprentices starting point and potential. This facilitates the development of the Individual Learning Plan that builds on the apprentices previous learning, teaching and experience to develop the new knowledge and skills required to be occupationally competent. Individual Learner Reviews focus on the progress of the apprentice across the apprenticeship. These key elements of an apprenticeship ensure individual apprentices make good progress from their starting point as they proceed towards the Gateway and the End Point Assessment. The University robustly quality assures these processes to ensure they stand up to internal and external scrutiny and confirm compliance.

### Responsibility

The Head of Department is responsible for ensuring that quality assurance processes are implemented and their impact, with noteworthy practice or concerns escalated to the Deputy/Head of School, Apprenticeship Office, Apprenticeship Programme Sub Committee (APSC) and employers.

**SCHOOL QUALITY ASSURANCE RESPONSIBILITIES GUIDANCE  
FOR INITIAL NEEDS ASSESSMENT (INA), INDIVIDUAL LEARNING PLANS (ILP) AND INDIVIDUAL LEARNER  
PROGRESS REVIEWS (ILPR)**

<b>Staff development</b>	<b>Responsibilities</b>	<b>When</b>
<p>Training for all University of Worcester (UW) staff involved in completing INAs, ILPs, ILPRs.</p> <p>Training to include examples of good practice, annotated examples of how to complete the documentation and written guidance/checklist</p> <p>Annual updates Record of training maintained</p> <p>Where apprenticeships are new to a School training for HoD/DHoS and School Quality Co-ordinator to review and understand QA requirements of Apprenticeship programmes.</p>	<p>INA/ILP/ILPR training provided by Apprenticeship Office supported by the HoD/DHoS for UW staff prior to staff conducting INA's, ILP's and or ILPR's.</p> <p>Training to be offered to staff annually. Training arranged and attendance recorded by the Apprenticeship Office</p> <p>Training provided by Apprenticeship Office</p>	<p>Prior to conducting INA's, ILP's and or ILPR's</p> <p>All staff to complete annually</p> <p>During course approval development period</p>
<b>Documentation</b>	<b>Responsibilities</b>	<b>When</b>
<p>Completed in appropriate version-controlled template</p> <p>All documentation signed and dated by apprentice, employer representative and member of course team</p> <p>All documentation completed stored electronically.</p> <p>Central storage of documentation, with access for appropriate members of the course team e.g., tutors, PATs</p>	<p>Apprenticeship Office responsible for central storage of University template documents and sharing; Course Administrator responsible for course evidence storage of documentation / organisation to access documents / sharing of documents / arranging ILPR meeting dates.</p> <p>Course Team to review completed INA prior to course interview</p> <p>Course Leader and course team to complete ILP with apprentice at induction</p> <p>Course team representatives complete ILPRs with employer representative and apprentice.</p> <p>Learning Progress Tracker template prepared by Course Administrator quarterly. Course Leader to update Learning Progress Tracker template quarterly, in advance of employer reviews</p> <p>Head of Department to complete employer reviews.</p>	<p>Ongoing</p> <p>INA completed prior to recruitment (reviewed and revised if necessary, at induction)</p> <p>ILP completed in induction</p> <p>ILPR completed quarterly (within 10-12 weeks start date, and within 10-12 weeks of previous review thereafter)</p> <p>End of each quarter Q1 Aug-Oct. Q2 Nov-Jan. Q3 Feb-April Q4 May to July</p> <p>Employer reviews completed quarterly (to be carried out after quarterly progress tracker circulated to employers).</p>

Quality Assurance	Responsibilities	When
<p><b>Moderation</b> A sample of INAs moderated</p> <p>A sample of ILPs and ILPRs moderated at least annually</p> <p><b>Evaluation</b> Annual review (observation) of ILPR process for all staff members completing them.</p>	<p>Course Lead, with Head of Department/School Quality coordinator oversight to moderate INA's. Minimum of one from each employer and at least 10% or minimum sample size of 7.</p> <p>ILPRs sample, minimum of one from each employer and at least 10% or minimum sample size of 7, of all completed ILPs and associated ILPRs will be sampled by the Course Lead, with the Head of Department/School Quality coordinator oversight to quality assure the process.</p> <p>Each member of staff conducting ILPR's will have a minimum of one annual observation completed by HoD/Learning and Teaching co-ordinator.</p> <p>HoD/Learning and Teaching co-ordinator to provide written constructive feedback to individuals using observation template which reflects the requirements of the Ofsted Education Inspection Framework</p> <p>Team members to identify impact of feedback on their completion of ILPRs.</p>	<p>INAs audited annually on completion of induction – end of quarter 1 (October)</p> <p>Annual moderation of ILP per cohort – end of Quarter 1 (October)</p> <p>Quarterly moderation of ILPR per cohort Q1 Aug-Oct Q2 Nov-Jan Q3 Feb-April Q4 May to July</p> <p>Annual observation of all staff undertaking ILPRs</p> <p>Annual Report to Senior Management Team/Head of School</p> <p>To be reported to APSC and evaluation through course AER/ SAR</p>
Reporting / Disseminating	Responsibilities	When
<p>Key themes from reports of moderation of ILP and ILPR's</p> <p>Course Annual Evaluation Report(AER)/Self-Assessment Report (SAR) and Course Enhancement /Quality Improvement Plan (QIP)</p> <p>Impact Studies</p> <p>University of Worcester Annual Evaluation (AER) / Self- Assessment Report (SAR) and Quality Improvement Plan (QIP)</p>	<p>Head of Department to share with School Senior Management Team and Apprenticeship Programmes Sub-Committee</p> <p>Course Leader to complete course AER/SAR enhancement plan / QIP. To include an evaluation and identification of the impact of INA, ILP and ILPR processes on apprentice progression from their starting point</p> <p>Course Lead, with HoD oversight, to complete individual apprentice impact studies to demonstrate how the INA facilitates RPL and feeds into the development of the ILP and how progress is tracked using the ILPR process and demonstrates student progression and achievement from their starting point</p> <p>Chair of APSC and Director of Apprenticeships and Employer Engagement to complete University of Worcester Apprenticeship AER/SAR and QIP To include evaluation and findings from Course AER/SAR and QIP</p>	<p>Quarterly Report Q1 Aug-Oct Q2 Nov-Jan Q3 Feb-April Q4 May to July</p> <p>Annually – report to APSC and Senior Management Team/Head of School</p> <p>Annually – share with APSC</p> <p>Annually – share with Provost, Heads of School, APSC and ASQEC</p> <p>Submit to Ofsted</p>

**Approval/Review Table**

<b>Item</b>	<b>Notes</b>
Version Number	V2.0
Date of Approval	May 2022, October 2023
Approved by	Apprenticeship Programmes Sub-committee
Department	Academic Quality Unit