

Policy Title:	WMC Training Initial Assessment and Onboarding Policy 2025/2026
Created:	21/10/2025
Review Date:	21/10/2026
Version:	2
Approved by:	Emma Grimshaw (Operations Director)

1. Policy Statement

WMC Training ensures that all apprentices begin their learning journey with a comprehensive and supportive onboarding process.

Initial assessment and onboarding are designed to identify each learner's starting point, learning preferences, additional needs, and aspiration, ensuring every programme is inclusive, personalised, and aligned to the EIF and DFE apprenticeship funding requirements.

2. Purpose

To ensure all learners:

- **Are enrolled on the right programme and level.**
- **Receive a fair assessment of their English, maths, digital, and occupational skills.**
- **Have any additional learning needs (ALN/SEND) identified and supported early.**
- **Understand apprenticeship expectations, funding, and safeguarding responsibilities.**

3. Scope

Applies to:

- All learners and apprentices starting a programme with WMC Training.
- Tutors, onboarding officers, and business development staff.
- Employers participating in apprenticeship agreements.

4. Principles

1. **Right Learner, Right Programme, Right Level.**
2. **Inclusion-first approach** – accessibility considered from first contact.
3. **Data-driven decisions** – diagnostics and RPL evidence inform curriculum design.
4. **Compliance** – all documents DFE and audit-ready on Aptem before start date.

5. Onboarding Process Overview

Stage	Action	Lead Person	System
1. Application & Pre-screening	Verify eligibility, funding, and job role alignment.	Onboarding Team	Aptem
2. Initial Assessment	Conduct Skills Forward / FS Diagnostics and English and Maths	Onboarding Team	Aptem / Skills Forward
3. Skills Scan	Map occupational competence to the apprenticeship KSBs.	Onboarding Team	Aptem
4. Suitability Review	Check for prior qualifications and experience.	Onboarding Team	Aptem Suitability Section
5.RPL Discussion	After prior learning is identified, a discussion is held to inform RPLE decisions.	Quality Team	Aptem RPLE Review
5. Additional Needs Screening	Use <i>Inclusion Register</i> and <i>SEN Referral Form</i> to flag needs.	Onboarding Team or Tutor	ALN Tracker
6. ILP Creation	Develop Individual Learning Plan with SMART targets.	Quality and Onboarding Team	Aptem
7. Employer Agreement	Sign commitment statement and training plan.	Employer / Learner / WMC	Aptem E-signature
8. Safeguarding & Induction	Deliver induction including Prevent, British Values, E&D, digital safety, and complaints/appeals awareness.	Tutor	Induction Pack / Aptem
9. Quality Check	Verify documentation and funding compliance.	WMC Governor	Compliance checks monthly

6. English, Maths & Digital Baseline

- Tutors must review **skills forward reports** and record starting point.
- Additional support or stretch/challenge activities should be planned immediately.
- Learners below Level 2 in either English or maths must be enrolled in Functional Skills from the first month of learning if 16-18, or anyone who has opted in to Functional Skills for 19+.

7. Inclusion & Additional Needs

- All declared or identified needs must trigger the Assess • Plan • Do • Review (APDR) cycle.
- Reasonable adjustments and referrals (SEN / Neurodiversity / HNF) are recorded on Aptem and or inclusion register.
- The Inclusion Lead monitors all flagged cases monthly.

8. Induction

All apprentices receive a consistent induction covering:

- Introduction to WMC Training values and mission
- Health and Safety, Safeguarding, Prevent, and British Values
- Code of Conduct and Professionalism
- Data Protection and Use of AI
- Learning technology orientation (Aptem)
- Equality, Diversity, and Inclusion
- Complaints and Appeals routes
- Employer expectations and communication channels

9. Quality Assurance and Monitoring

- The Quality Team audits onboarding compliance monthly.
- Tutor onboarding performance is reviewed as part of Tutor KPI framework.
- Feedback from learners and employers is used to improve the onboarding experience.

10. Linked Policies

- RPL / RPLE Policy
- Equality, Diversity & Accessibility Plan (EDAP)
- Inclusion Policy
- Safeguarding and Prevent Policy
- Data Protection and GDPR Policy
- Complaints and Appeals Procedures