

## **Learners requiring additional learning – Policy and Strategy**

### **Policy**

We should identify any additional learning needs of apprentices:

- Prior to the commencement of the apprenticeship and
- As part of the routine tutor support and progress review process

Any such needs, and how to be met, should be agreed with the learner and employer and added to the Apprentice's Individual Learning Plan (ILP), along with target dates for completion. Progress against this plan will be monitored as part of the subsequent regular progress reviews.

### **Strategy**

1. As part of our "sign up process" we will identify prior learning and experience and any previously identified additional learning needs.
2. The sign up interview will discuss this aspect with the learner in order to identify any further additional learning needs, potentially those that had not been previously indicated.  
(The sign up forms will include a short questionnaire for the learner to complete to aid in this process.)
3. As a result of this, we will complete the "Additional Learning Needs" part of the ILP with details of each ALN, the training and support required and a target date for its completion.
4. This will be subject to discussion and agreement with the learner and employer, who will sign and date the ILP, to indicate agreement.
5. Subsequent to the sign up visit, the sourcing of this training will be discussed and planned with management and, if appropriate, a supplementary training plan drafted.
6. Progress against this plan will be monitored as part of the routine learner progress reviews.
7. Even where ALNs have not been identified, this area will be discussed at each review, and if any further learning needs are identified, these will be added to the ILP and noted on the progress review form, which will be signed off by both learner and employer
8. Every effort should be made to support the learner to include the personal development provided by this process within their regular Reflective Journals, cross referenced to their Apprenticeship Portfolio.