

Apprenticeship Skills Scan Process

Relevant to AY 2024/25

A Skills Scan should be completed prior to the commencement and enrolment of any apprentices on an apprenticeship programme.
The Skills Scan forms part of the starting point of the apprenticeship.



The Liaison Academic Tutor (LAT) should meet with each apprentice and if possible their employer/mentor/supervisor to discuss and complete the Skills Scan to ascertain their starting point against the Knowledge, Skills and Behaviours of the Apprenticeship Standard.
This meeting should take place prior to any apprentices being enrolled on to an apprenticeship programme. The meeting can be in person, via Teams or by telephone if a face to face meeting is not possible.



The LAT should review the Skills Scan and ensure that the apprenticeship is the correct programme of study. There must be enough learning required for an apprentice to undertake the apprenticeship. If the Skills Scan is indicating that the individual is already competent in the occupation they are wishing to undertake an apprenticeship in, another study option may be more suitable. This should be established prior to the apprentice starting their apprenticeship.



The Skills Scan is a working document and should be used by the LAT to identify gaps in knowledge and skills as part of the starting point and to monitor progress throughout the apprenticeship.



The Skills Scan should be reviewed by the LAT as part of the Apprentice Progress Review Process.



The Skills Scan should be completed at various stages throughout the apprenticeship with the apprentice, LAT and Employer if possible to review where Knowledge, Skills and Behaviours have been developed and identify which areas require further work. For example, for a two year apprenticeship programme the Skills Scan would need to be completed prior to the start date/enrolment, in month 8, in month 16 and at the end of the programme in month 23/24.



Each Skills Scan should be signed by the LAT, Apprentice & Employer, given to the School Post Graduate Student Experience Co-ordinator and saved in the apprentices Evidence Folder.