



# Initial Assessment & Additional Learning support Procedure

Digital Marketing Mentor uses the online initial assessment and diagnostic tool BKSb. This allows us to identify the current literacy and numeracy level of the learner and highlights any areas for further development. The bksb diagnostic tool generates an individual learning plan specific to the learner's needs. This plan is embedded into the Learner's apprenticeship programme to ensure the required level is reached before the end of their programme.

Where any Additional Learning Support (ALS) needs are identified, a more experienced mentor will be allocated, with the aim that the learner will progress at the same rate as their colleagues.

We also have an in-house dyslexia assessment kit so if this is identified as a particular need, one of our mentors will conduct the test to see whether the learner shows signs of dyslexia - seeking professional assessment if required. DMM will provide workbooks on coloured paper in order to help them read and understand their work more clearly. More one-to-one training and time will be spent first explaining what the process of the course will be and what will happen before each visit takes place. Our mentors will also ask the learner for feedback as to whether they feel the current method of learning is working, if not changes can be made to help them progress further. Information and training may also be given in more multi-sensory ways rather than just reading. For example presentations, kinaesthetic more hands on learning. If printed workbooks are required these can be made more graphically visual rather than dense text based work.

In terms of support in the workplace, whilst selecting appropriate units, skills scans will be conducted to ensure that workplace learning, training and delivery is implemented in line with an individual's working experience and needs. Whilst on enrolment both the learner and employer will be asked what they hope to get from this training, therefore part of the assessment of skills scans will ensure that both parties are getting everything that they want from their training. For example, if a particular learner is not confident on using a phone system and this was identified as a learning need, a course unit would be selected to reflect this to ensure that at the end of learning, the learner had attained a suitable competency level.

For learners whose first language is not English, support will be offered - where applicable - through a specialised ESOL tutor.

If any other learning needs or health needs are identified that may be a barrier to learning, we will provide as much bespoke tailored support as necessary to ensure that the learners are not disadvantaged and are able to complete their course. This includes diagnosis through BKSb2

- Laptops/Alpha Smarts – for students who have difficulty writing but can type
- Digital Voice Recorders – for those who have difficulty taking notes at speed
- Specialist Accessibility Software – eg Literacy support software for those who find reading, writing and using language difficult

- Ergonomic Equipment – where classroom adjustments need to be made – eg height adjustable tables, wrist/arm supports for desks/chairs
- Other Aids – Magnifying sheets, keyboard with high-visibility keys, reading pens etc

### **Exam Arrangements**

If your course has exams then you may be able to have special arrangements put in place for them.

You will need to be assessed first though by a specialist tutor within the Additional Learning Support team who can make recommendations for exam arrangements. These arrangements are very often similar to the support you get anyway when you're on your course.

Special arrangements may include:-

- A reader
- A scribe
- Additional time for oral exams (eg if a learner has speech difficulties)
- Additional time for written exams (eg if a learner has slower processing skills or a physical disability that is tiring)
- Rest breaks (eg if a student has a medical condition)
- Enlarged exam papers
- Use of a communicator (eg for a deaf student)
- Prompter for learners with Asperger's or Autism
- Use of a separate room