

# An Explanation of Skills Scan

What are they and why are they needed?



# “What are Skills Scans designed to do?”

They are designed to identify your previous knowledge and experience.

There are three areas to this:



1. Behaviours
2. Knowledge
3. Skills



## “It looks very detailed and lengthy to complete”



The ESFA, who fund apprenticeships, want to ensure you are not too qualified because they want to make sure:

1. Most of what you are learning is new to you
2. You're in the right job role to complete it
3. You're fully aware of what's expected from you
4. That apprenticeship funding is used for those who need it



# “What if I say I’m pretty good at everything?”



Then once it’s calculated there’s a high chance one or all of the following will happen:

1. Funds won’t be allocated to cover the content needed to train you
2. Duration will be reduced to reflect what you already know
3. You will not be eligible for apprenticeship funding



# “What if I’ve got some experience in this job?”

Take a look at the questions and decide how much you really know but also ask yourself:

1. Could I pass a test or End-Point Assessment on this?
2. Do I know theories, legal aspects and policies in relation to my job?
3. What is the true depth of my knowledge?
4. Can I demonstrate this particular skill if observed?
5. Do I need any training in this area to make me 100% competent?



## “I’ve been in this sector a while but this is a new role”

If you have experience in the sector but have been promoted or changed to a more supervisory role then:

1. Fill in the skills scan with your new job role in mind
2. Remember this will centre on your new chosen level
3. Be honest but be prepared to be challenged if ratings are high
4. Remember, does your current knowledge, skills and behaviour match the new role to the same level?
5. Have you been in this role long enough to learn everything?



# “This is a new career – I know very little”

We would then not expect many high markings and we would be able to:

1. Use apprenticeship funding correctly
2. Kick start your career in this new sector
3. Give you enough time and content to complete the apprenticeship, undertake your End-Point Assessment and train you to the sector standards



# Please remember the ratings must:

1. Be a true reflection of your current knowledge, skills and behaviours
2. Any ratings 6 or under indicate you need full training
3. Anything over 6 will need to be demonstrated, and if correct we will reduce the apprenticeship duration and content to match your training needs

