**Initial Assessment**

**Course:**

**Learner:**

Initial Assessment is used to establish your starting point for the course. It will also be used to identify any additional support you may need to complete the course and how you prefer to be taught and learner.

Your tutor will use the information you provide to make any necessary changes to your programme of learning.

**What do I already know?**

How much do you already know/can you do in this subject area? *(Please tick)*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Learning outcome/subject area** | **1**  **Very little** | **2** | **3** | **4** | **5**  **A lot** |
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**How do I like to be taught and learn?**

Look at the list of skills shown below and tick the appropriate box to show how confident you feel in each of the skill areas.

1 (Not at all confident) to 5 (Very confident) If you score 3 or less for any of the skills, please tick the end column for any area you are particularly keen to improve.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Speaking and listening | 1 | 2 | 3 | 4 | 5 | I would like to improve |
| Listening to others |  |  |  |  |  |  |
| Speaking one to one |  |  |  |  |  |  |
| Presenting ideas and information to a group |  |  |  |  |  |  |
| Asking and giving answers to questions |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Reading | 1 | 2 | 3 | 4 | 5 | I would like to improve |
| Reading and understanding short handouts |  |  |  |  |  |  |
| Summarise information from different sources |  |  |  |  |  |  |
| Reading to find information |  |  |  |  |  |  |
| Reading instructions (e.g. Health and Safety notices) |  |  |  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- |
| Writing | 1 | 2 | 3 | 4 | 5 | I would like to improve |
| Using grammar correctly |  |  |  |  |  |  |
| Writing longer pieces, for example, an essay or report of 2 or 3 pages |  |  |  |  |  |  |
| Using punctuation correctly |  |  |  |  |  |  |
| Spelling correctly |  |  |  |  |  |  |
| Writing to present information to different readers |  |  |  |  |  |  |
| Writing short paragraphs |  |  |  |  |  |  |

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| Information Technology | 1 | 2 | 3 | 4 | 5 | I would like to improve |
| Using Information Technology |  |  |  |  |  |  |
| Word processing |  |  |  |  |  |  |
| Creating spreadsheets |  |  |  |  |  |  |
| Using the internet |  |  |  |  |  |  |

Look at the list of ways of being taught and learning shown below and tick the appropriate box to show how happy you feel with each of these methods.

1 (Not at all happy) to 5 (Very happy)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Teaching and learning method | 1 | 2 | 3 | 4 | 5 |
| Work on your own |  |  |  |  |  |
| Work in pairs |  |  |  |  |  |
| Group work |  |  |  |  |  |
| Tutor led (including tutor demonstrations and presentations) |  |  |  |  |  |
| Using computers (including the internet) |  |  |  |  |  |
| Independent research |  |  |  |  |  |
| Role play |  |  |  |  |  |
| Reading |  |  |  |  |  |
| Speaking and listening |  |  |  |  |  |
| Watching DVDs or other visual clips |  |  |  |  |  |
| Completing practical tasks |  |  |  |  |  |
| Writing (including essays/assignments) |  |  |  |  |  |

**What help may I need to complete this course?**

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| --- |
| Is there anything that you feel may stop you from completing and achieving on this course? For example, transport issues, work or care commitments, lack of confidence etc. |
|  |
| If so, what can you and your tutor do to help you to overcome these barriers to completing this course? |
|  |