

Upfront Assessment of Need Fact Sheet for Employers

What is the Upfront Assessment of Need?

The Upfront Assessment of Need (or UAN as we call it) is a process designed to help your employee have the best chance of success in their qualification of choice. If you want your employee to access a qualification subsidised by the government then they'll need to complete the UAN process first.

There are a few parts to the UAN and each one has a special purpose:

- The training provider will need to give your employee information about the qualification, expectations and requirements and discuss with you both whether they and the qualification are a good fit for each other. It's important that you both get a good return on your investment in training.
- Sometimes people need a bit of support to help them manage being in training and the training provider will also be keen to have a chat about what that might mean for your employee and how they can assist. Life can get in the way sometimes of our best laid plans, but it doesn't necessarily need to de-rail them.
- Your employee will also be asked to complete an on-line assessment in reading, maths and depending on the qualification level, writing too. Nearly all adults have a strength in one area but rarely in all and knowing where there are gaps means we can help with some free additional support or training. Around half of all adults will need a bit of help, its just a fact of life.

How does it help the employee and you?

The UAN helps your employee to have the best chance of staying in training and completing their qualification and become more productive in your workplace. It looks at the employee's unique abilities to make sure that, where ever possible, they can access the qualification of choice. The UAN will make sure they get access to additional free learning and personal supports through the training provider to clear any hurdles that may threaten to slow them down. It's a critical part of improving retention and completion for apprentices as the additional supports can be provided is over the life of the training contract.

What does the employee need to do and how can you help?

Your employee will need to undertake all parts of the UAN process if they want to access a government subsidised qualification, regardless of their prior educational attainment. If support needs such as literacy



and numeracy are identified, then your employee will need to agree to undertake these in addition to the qualification before the training provider can enrol them.

You can help by reinforcing the benefits that are realised by participating in the UAN.

The training provider will discuss with you and your employee, the results of the UAN and next steps.

What happens if the employee doesn't want to participate in the UAN?

If they aren't keen to participate in the UAN then both you and your employee can talk to the training provider about other ways they might be able to access training. The UAN is only required when the employee wants to access a qualification that is subsidised by government.