



## Upfront Assessment of Need Fact Sheet for Prospective Students

### What is the Upfront Assessment of Need?

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

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

- If you are a jobseeker, the training provider will need to know your Employment Service Provider is happy for you to go into training. This means they should complete on-line an Employment Service Provider Referral form which will automatically go to the training provider they are referring you to. The training provider will give them a call if they forget to do this.
- The training provider will need to give you information about the qualification, expectations and requirements and discuss with you whether you and the qualification are a good fit for each other. It's important that you 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 you and how they can assist. Life can get in the way sometimes of what you want to do but it doesn't necessarily need to stop you.
- You 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 me?

The UAN helps you to have the best chance of staying in training and completing your qualification so you can get on with your career. It looks at your unique abilities to make sure that, where ever possible, you can access the qualification of your choice. The UAN will make sure you get access to additional free learning and personal supports through your training provider to clear any hurdles that may threaten to slow you down.

### What do I need to do?

You'll need to undertake all parts of the UAN process if you want to access a government subsidised qualification, regardless of your prior educational attainment. If support needs such as literacy and numeracy are identified, then you will need to agree to undertake these in addition to the qualification before the training provider can enrol you.

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

### What happens if I don't want to participate in the UAN?

If you aren't keen to participate in the UAN talk to the training provider about other ways you might be able to access training. The UAN is only required when you want to access a qualification that is subsidised by government.