



Skills England

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE BUSINESS ANALYST APPRENTICESHIP

ST0117/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0117	4	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 4 Business analyst apprenticeship. It should be read in conjunction with the General Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the General Requirements, this AAP takes precedence. Assessment organisations must also comply with the relevant regulatory framework for apprenticeship assessment.

It is important that the assessment of apprentices is proportionate, valid, and provides reliable evidence of an apprentice's attainment of the relevant knowledge and skills. As such, assessment organisations must design assessments to ensure:

- employers have confidence that the apprentice has reached the expected performance standard
- apprentices are sufficiently secure in their knowledge and skills, so that they could demonstrate their competence in different contexts, for example, a different workplace.

Assessment Outcomes

The assessment outcomes group and summarise the knowledge and skills that must be demonstrated in assessments. All assessment outcomes must be assessed.

Knowledge and skills statements in **bold** are mandatory and must be assessed in every version of the assessment that is made available.

Assessment Outcome	Mapping
AO1: Professional Practice Demonstrates understanding of business analysis, the BA role, delivery approaches and awareness of digital and technology trends, including AI, while using tools and professional practices to support effective and responsible business analysis.	K1, K2, K3, K5 , K6, K7 S1
AO2: Stakeholder Identification and Management Identifies, analyses and documents stakeholders, and applies effective communication and facilitation techniques to plan engagement, support collaboration and present information appropriately across diverse business analysis situations.	K4 S2 , S3, S19, S20
AO3: Investigation Techniques and Options Analysis Applies investigative techniques and situational analysis methods to understand the current business environment, identify problems and opportunities, and define the options for improvement.	K8, K9 S4 , S5, S6
AO4: Business Process Modelling and Data Modelling Develops and analyses business process models and data needs using appropriate techniques and standards to support business understanding, design, and decision-making and effective business change.	K10, K11 , K14, K15 S7, S8 , S9, S14
AO5: Requirements Engineering and Management Elicits, analyses, documents, validates, prioritises, and manages functional and non-functional requirements, ensuring traceability and alignment to business and user needs.	K12, K13 S10, S11 , S12, S13
AO6: Gap Analysis Applies gap analysis by analysing and documenting current and future states, and identifying gaps between them, outlining the actions required to support effective decision-making and guide business change.	K16 S15, S16, S17
AO7: Business Acceptance Defines acceptance criteria and supports business readiness, user acceptance testing and deployment activities, enabling effective business acceptance of changes and ensuring solutions meet agreed requirements.	K17 S18
AO8: Business Impact Analysis Assesses business change impacts, evaluates benefits, and supports cost-benefit analysis, documenting implications across people, processes, organisation,	K18, K19 S21, S22

technology and information to inform effective decision-making.

Assessment requirements

Assessment organisations must set apprenticeship assessments. Assessment organisations should consider how technology and digital tools can support innovation and efficiency.

Assessment organisations must design apprenticeship assessments to include a professional discussion method. To meet the expectation of employers, assessment organisations should consider selecting a portfolio as an additional method to enable an effective professional discussion.

Any additional assessment, or assessments, must be selected from the following list of methods, to ensure the assessment outcomes are met in full. Assessments available in the list may be used more than once:

- **portfolio**
- **project**
- **presentation**
- **question and answer session**

Assessment organisations must have due regard to any relevant, standards, guidance or other documents that may be published by professional bodies, and other representative groups.

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Assessments may be designed to allow a centre or training provider to mark assessments. The assessment organisation is responsible for ensuring all assessments are sufficiently reliable and valid, and for the accuracy of any centre or training provider marking.

Performance descriptors

Performance descriptors describe the level of performance required to achieve a pass or distinction grade. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Applies business analysis knowledge to address business problems, selecting appropriate techniques and approaches to meet organisational or sector expectations within set parameters.	Demonstrates precise application of business analysis knowledge, consistently producing high-quality outputs to address business problems with insight and appropriate flexibility.
Applied Skills	Identifies and applies suitable thinking and practical skills to address varied business analysis situations, producing generally appropriate and effective outputs within set parameters.	Identifies and applies suitable thinking and practical skills with precision and professional judgement to address varied and occasionally complex business analysis situations, producing effective and optimised outputs for quality, efficiency or reuse.
Regulatory and Procedural Awareness	Demonstrates awareness of relevant legislation, standards, and organisational procedures, applying these appropriately in business analysis activities to ensure compliance and alignment with organisational or sector expectations.	Applies a thorough and well-developed understanding of relevant legislation, standards, and organisational procedures, using rational judgement independently in business analysis activities; ensuring compliance while adapting appropriately to varied and occasionally complex situations.

Communication and Collaboration	Communicates effectively with stakeholders, presenting information in a clear and appropriate manner, supporting collaboration in varied situations.	Communicates with precision, supporting collaboration with clear, effective, and appropriately adapted communication in varied and occasionally complex situations
Information Use and Decision Making	Uses a range of sources to obtain and interpret business analysis information, applying own judgement to ensure it is relevant and supports business decision-making.	Applies high-quality insight from diverse sources to shape and influence complex discussions, flexibly interpreting information to support decision-making at scale.
Responsibility and Autonomy	Manages own work in a business analysis context, taking responsibility for delivering outputs which are useful to stakeholders and meet organisational or sector expectations.	Manages own work and supports the coordination of others in a business analysis context, consistently producing high-quality outputs and demonstrating insight in meeting organisational or sector expectations.

Professional recognition

This apprenticeship aligns with the requirements for professional body recognition as detailed in the occupational standard.

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