

ST1343 Level 4 Digital Forensic Technician Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 4 Digital Forensic Technician 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: Digital Evidence Acquisition, Preservation, and Continuity Capture, preserve, and manage digital evidence from devices and associated media, applying national good practice to maintain evidential integrity, continuity, and suitability for disclosure throughout investigations.	K2, K7*, K10 , K12* , K20 S2, S4 , S10* , S14, S15, S16
AO2: Digital Devices, Systems, and Technical Environments Understanding of digital devices, operating systems, peripherals, and networks to support forensic activity, recognising how different	K4 , K8*, K11 S1, S9, S11, S12

Assessment Outcome	Mapping
technical environments influence evidential handling and forensic decisions.	
AO3: Forensic Tools and Technical Application Select, configure, and use digital forensic tools and software appropriate to the circumstances, applying standard methodologies while recognising tool capabilities, limitations, and the need for safe and effective operation.	K5, K9 S3, S13, S22*
AO4: Evidential Decision-Making and Case Progression Make considered decisions on how digital devices and exhibits progress through the forensic lifecycle, working within authority, legal powers, and competency while escalating issues appropriately when required.	K1*, K6*, S5, S6, S7
AO5: Forensic Documentation, Reporting, and Communication Record, document, and present forensic activity and findings using appropriate terminology and formats, producing notes, statements, and reports suitable for investigative, judicial, and professional audiences.	K13, S8, S17*, S18*
AO6: Quality, Compliance, Health, Safety, and Professional Practice Work within regulated and quality-managed forensic environments, applying codes of practice, health and safety procedures, wellbeing strategies, ethical standards, and ongoing professional development expectations.	K3*, K14, K15*, K16, K17, K18, K19 S19*, S20*, S21

(*) Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

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 at least one **Portfolio**.

Any additional assessment(s) must be selected from the following list of methods to ensure the assessment outcomes are met in full:

- **Questions and answers**
- **Professional discussion**
- **Project**
- **Presentation**
- **Written assessment**
- **Observation**
- **Simulated Task**

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	Demonstrates sound application of digital forensic knowledge reaching appropriate, generally effective outcomes that meet organisational or sector expectations.	Applies digital forensic knowledge with confidence and precision, consistently producing high-quality outputs in response to well-defined but complex and non-routine problems.

		Solutions are not only appropriate but often enhance outcomes or forensic processes.
Applied Skills	Identifies and applies suitable cognitive and practical skills in a digital forensic context to complete work activities, adapting as necessary to meet requirements. Methods chosen are generally appropriate, with results that meet organisational or sector expectations.	Adapts and applies cognitive and practical skills in a digital forensic context with a degree of flexibility and operational fluency, ensuring that methods are both effective and optimised for quality and efficiency of service outcomes.
Regulatory and Procedural Awareness	Applies relevant legal powers, codes of practice, and organisational procedures with sound judgement, adapting appropriately to varied situations encountered in digital forensic work.	Interprets and applies legal, regulatory, and procedural requirements with insight and appropriate flexibility, identifying implications and making informed decisions in varied and occasionally complex digital forensic situations.
Communication and Collaboration	Communicates clearly and collaborates effectively with colleagues and stakeholders, contributing to effective service delivery through appropriate documentation, reporting, and professional interaction.	Communicates and collaborates with confidence and insight when appropriate to escalate and track or tailor approach to meet diverse stakeholder needs, contributing to improved collaboration, clarity, and service outcomes within digital forensic activity.

Information Use and Decision Making	Analyses and interprets relevant information to make informed forensic decisions, showing a clear awareness of the occupational context and the broader scope of digital forensic activity.	Analyses, interprets, and evaluates information from a range of sources, providing insightful justification for forensic decisions and demonstrating a strong awareness of broader implications within the digital forensic occupational area.
Responsibility and Autonomy	Takes responsibility for actions and decisions within set parameters. Manages own work in a digital forensic context with adequate awareness of risks, priorities, and evidential responsibilities.	Proactively takes responsibility for actions and decisions within set parameters. Manages own work independently uses sound judgment about risks and priorities to manage actions and resources in digital forensic activity.