

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE FACILITIES MANAGEMENT SUPERVISOR APPRENTICESHIP

ST0170/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0170	3	None

Assessment Plan

Assessment details

Introduction

This apprenticeship assessment plan (AAP) sets out the requirements for the assessment of the level 3 facilities management supervisor apprenticeship. It should be read in conjunction with the Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the Requirements for Apprenticeship Assessment, 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.

Table 1: Assessment outcomes

Table 1 sets out the assessment outcomes and the mapped knowledge and skill statements.

All assessment outcomes must be assessed. Knowledge and skills statements listed in the mandatory statements column must be assessed in every version of the assessment that is made available.

Knowledge and skills statements that offer opportunities to develop functional English and maths are identified with an asterisk.

Assessment Outcome	Mapped statements	Mandatory statements
AO1: Facilities operations and resource management Supervises and supports the delivery of facilities management activities. Uses resources, equipment, personnel and work scheduling practices.	K1, K4* S1, S4, S6*	K1 S1, S4
AO2: Health, safety and regulatory compliance Applies health and safety legislation, organisational procedures and safe systems of work. Manages hazards, supports legal compliance and applies risk controls, regulatory requirements and operational procedures.	K2, K3* S2, S3*	K2, K3 S2, S3
AO3: Sustainable facilities management Supports organisational environmental objectives and applies sustainability principles, legislation and procurement practices. Reduces environmental impact and addresses sustainability challenges.	K5, K6 S5*	K5 S5
AO4: Leadership, team performance and service management Leads facilities personnel, allocates work, monitors performance and applies contractual, service-level and performance management principles.	K7, K11*, K12 S7, S9*, S10	K7, K12 S9
AO5: Stakeholder engagement and communication Builds and maintains relationships with internal and external stakeholders while supporting business and financial objectives. Uses verbal, written and digital communication techniques alongside financial and organisational practices.	K9, K10, K13, K14*, K15*, K17* S11, S12*, S14*, S16*	K13, K14 S11
AO6: Continuous improvement and problem solving Applies structured problem-solving and continuous improvement techniques and identifies root causes and implement solutions.	K8, K16, K18* S8, S13*, S15	K8, K18 S8, S13, S15

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 an **interview**.

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

- **presentation**

- **project**
- **question and answer**
- **written assessment**

Assessment organisations must have due regard to any relevant frameworks, standards, guidance or other documents that may be published by industry regulators, 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.

Table 2: performance descriptors

Table 2 sets out the performance descriptor categories and descriptors for pass and distinction. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Applies sound application of factual, procedural, and theoretical facilities management knowledge in a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine.	Applies thorough application of factual, procedural, and theoretical facilities management knowledge in a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine.
Applied Skills	Selects and applies facilities management skills, methods, and procedures consistently in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined facilities management problems, which may be complex and non-routine, with sound judgement.	Integrates using facilities management skills, methods, and procedures proactively and resourcefully in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined facilities management problems, which may be complex and non-routine, that improve outcomes.
Regulatory and Procedural Awareness	Interprets and evaluates health and safety legislation, regulation, and guidance relevant to facilities management, with minimal noncritical errors, and with some depth of insight and adaptability.	Applies evaluation of health and safety legislation, regulation, and guidance relevant to facilities management, with minimal noncritical errors, and with greater depth of insight and adaptability.
Communication and Collaboration	Participates effectively in team environments and applies effective communication and customer service approaches, supporting daily operations.	Communicates clearly and confidently in team environments, adapting communication and customer service approaches, supporting effective daily operations.
Information Use and Decision Making	Interprets and evaluates facilities management information relevant to the role, from a variety of sources, supporting decisions and actions with sound judgement	Applies evaluation of facilities management information from a variety of sources, relevant to the role, with insight, supporting conclusions that improve outcomes.

Responsibility and Autonomy	Takes responsibility for initiating and completing facilities management tasks and procedures including, where relevant, taking responsibility for supervising or guiding others. Exercises responsibility, autonomy and judgement within limited parameters.	Takes responsibility for initiating and completing facilities management tasks and procedures with confident autonomy and sound judgement within limited parameters. Proactively manages own work, confidently, recognising when to refer issues beyond their responsibility.
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Professional recognition

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

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