



Skills England

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE OPTICAL ASSISTANT 2022 APPRENTICESHIP

ST1377/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST1377	3	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 3 optical assistant 2022 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.

Assessment organisations must ensure all the core assessment outcomes and the assessment outcomes for one of the following options are assessed for each apprentice:

- Option 1: Screening Assistant
- Option 2: Contact Lens Assistant
- Option 3: Domiciliary Optical Assistant

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

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

Assessment Outcome	Mapping
AO1: Customer and patient engagement Uses effective communication techniques to understand customer needs, adapts interactions for different individuals. Provides clear information about optical services and products.	K1, K4, K5, K6, K7, K11, K12, K26, K39, K40, K41 S1, S5, S6*, S7, S11, S33*, S39
AO2: Compliance, safety and professional practice Applies legal, regulatory and organisational requirements including health and safety, safeguarding, data protection, consent, escalation and incident reporting. Maintains professional development and practice.	K2, K3, K8, K10, K16, K32, K36, K37, K38 S2, S3, S4, S8, S10, S14, S32, S37, S38
AO3: Appointments, clinics and record management Manages appointment activity, prepares clinics, supports booking and recall processes. Maintains accurate records and confirms eligibility and consent.	K13*, K14, K15, K17* S13*, S15*, S16*
AO4: Optical products, visions correction and dispensing support Supports dispensing activity, interprets prescriptions, offers suitable frames and lenses, processes orders, fits spectacles.	K21, K22, K23, K24, K25, K26, K31, K35 S12, S20*, S21, S22, S23, S24, S25, S27, S30, S36
AO5: Equipment, adjustments and fittings Uses optical equipment and tools accurately and validates product quality. Supports remakes and repairs. Provide advice and guidance on frame fitting and after sales service for customers.	K9, K18, K19*, K20, K27, K28, K29, K30, K33, K34 S9, S17, S18*, S19, S26, S28, S29, S31, S34, S35
Option 1: Screening Assistant	Mapping
AO6: Clinical screening support Supports screening activity by using screening equipment, explains procedures, records results accurately and escalates concerns appropriately.	K42, K43, K44 S40, S41*, S42, S43
Option 2: Contact Lens Assistant	Mapping
AO7: Contact lens support	K45, K46, K47

Supports contact lens services demonstrates safe handling, provides care advice, reinforces hygiene practices and responds to routine or emergency situations.	S44, S45, S46 , S47
Option 3: Domiciliary Optical Assistant	Mapping
AO8: Independent and remote optical support	K48 , K49, K50, K51
Delivers optical support outside clinic settings, plans workloads, manages environmental risks, maintains team communication, supports informed consent and manages wellbeing.	S48, S49* , S50, S51, S52, S53*

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 **observation**.

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:

- **professional discussion**
- **case study**
- **simulation**
- **question and answer**
- **portfolio**
- **additional observation**

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 optical knowledge, facts, procedures, and ideas across routine and non-routine tasks, completing them to an acceptable standard within familiar but sometimes complex customer-facing contexts.	Applies a thorough understanding of optical knowledge, facts, procedures, and ideas to manage and resolve routine and non-routine tasks with discernment and skill, confidently supporting customer needs in familiar but sometimes complex settings.
Applied Skills	Identifies and applies appropriate optical skills, methods, and procedures to complete tasks and address customer-related challenges with a reasonable degree of autonomy and effectiveness across routine and non-routine activities.	Selects and integrates appropriate optical skills, methods, and procedures proactively and resourcefully to complete tasks and address customer-related challenges effectively and with minimal oversight, ensuring consistent service quality across routine and non-routine activities.
Regulatory and Procedural Awareness	Applies legislation, regulation, and optical procedures relevant to the role without error, with some depth of insight and adaptability when supporting routine and non-routine customer interactions.	Demonstrates refined judgement in interpreting legislation, regulation, and optical procedures, confidently navigating nuanced issues in practice and ensuring appropriate responses in routine and non-routine customer situations.
Communication and Collaboration	Participates effectively in optical team environments and demonstrates effective	Communicates persuasively and adapts confidently to different customer needs, audiences, and team dynamics, taking initiative in

	communication and customer service skills that support daily operations and customer understanding within familiar but sometimes complex contexts.	delivering customer and colleague interactions across routine and non-routine situations.
Information Use and Decision Making	Accurately interprets and evaluates relevant optical information from a variety of sources to support problem-solving in mostly familiar but sometimes complex work contexts, escalating concerns within set parameters.	Evaluates diverse and sometimes conflicting optical information sources with insight, drawing informed conclusions that improve task outcomes or efficiency while confidently navigating familiar but sometimes complex contexts.
Responsibility and Autonomy	Takes responsibility for initiating and completing optical tasks within set parameters and, where relevant, contributes to guiding or supporting others while maintaining a reasonable degree of autonomy.	Pre-emptes the need for optical tasks to be initiated within set parameters, demonstrating accountability and responsiveness to emerging priorities or risks, and leading others to achieve team outcomes in familiar but sometimes complex environments.

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