Skills England

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE FOOD AND DRINK PROCESS OPERATOR APPRENTICESHIP

ST0199/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0199	2	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 2 Food and drink process operator 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.

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

Assessment Outcome	Mapping
AO1: Food and Drink Production Operations Applies Standard Operating Procedures (SOPs) to carry out food and drink production tasks, operate tools and equipment, understanding limits of autonomy. Maintain production lines through cleaning and operational checks.	**K2,** K3*, **K5S1***, **S4**, **S5**
AO2: Product Quality Assurance and production performance Monitors and maintains product quality by applying quality assurance processes, utilising performance data. Using control systems to scan control, monitor and rotate stock.	**K4**, K6*, K8*, K14* **S2***, **S3***
AO3: Food and drink sector Awareness, Health, Safety, Food Safety and Environmental Practices Complies with food safety regulations, health and safety legislation and sustainability requirements, using PPE, following risk assessments. Applying safe systems of work, recycling and environmental controls.	**K1,** K7***, K9*, K10***, K11* **S6*, S7*, S8***
AO4 Problem Solving and Continuous Improvement Identifies and resolves common production issues using fault-finding techniques. Uses basic continuous improvement methods such as 5S and Kaizen, to contribute to efficiency and productivity improvements.	K12*, K13* **S9*, S10*, S11***
AO5: Information Management and Communication Uses IT systems and documentation processes to record and report information in accordance with organisational procedures and GDPR regulations. Communicates effectively with colleagues using verbal and non-verbal techniques.	K14*, K15*, K16*, K17*, **K18***, **K19** **S12***, **S13***, **S14,** S15*, **S16***

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 **Observation** and, if applicable, any relevant constraints.

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**
- **question and answer**
- **written test**
- **interview**

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. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Applies knowledge, facts, procedures and ideas of **food and drink production operations**, appropriately in a significant range of varied work activities and contexts, some of which are complex or non-routine.	Applies knowledge, facts, procedures and ideas of **food and drink production operations**, appropriately in a significant range of varied work activities and contexts, some of which are complex or non-routine.
Applied Skills	Selects and applies **practical food and drink production skills** consistently in a significant range of varied work activities and contexts, some of which are complex or non-routine. Solves straight-forward, well-defined food and drink production problems, to an acceptable standard.	Integrates **practical food and drink production skills** with precision in a significant range of varied work activities and contexts, some of which are complex or non-routine. Solves straight-forward, well-defined food and drink production problems, that add value.
Regulatory and Procedural Awareness	Gathers and interprets **food safety, health and safety, and environmental legislation, regulation and guidance** relevant to the role, with minimal noncritical errors, although depth of insight or adaptability may be limited.	.Applies interpretation of **food safety, health and safety, and environmental legislation, regulations and guidance** relevant to the role, with minimal noncritical errors and with reasonable depth of insight or adaptability.

Communication and Collaboration	Communicates and collaborates effectively within a team or group setting, delivering reliable service delivery.	Communicates with clarity and sensitivity, within a team or group setting, delivering a courteous service delivery.
Information Use and Decision Making	Gathers and interprets **food and drink production information** relevant to the role, informing decisions and actions that are fit for purpose in the work context.	Applies interpretation of **food and drink production information** and feedback relevant to the role, shaping actions that add value.
Responsibility and Autonomy	Takes responsibility for completing **food and drink production tasks and procedures**. Exercises autonomy and judgement subject to overall direction or guidance. May collaborate with others perhaps through a work group or team.	Exercises informed judgement and self-direction when taking responsibility for completing **food and drink production tasks and procedures** anticipating the needs of the task or team.

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