Skills England

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE DATA TECHNICIAN APPRENTICESHIP

ST0795/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0795	3	None

Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 3 data 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: Data acquisition and preparation Accesses, selects, and prepares data from diverse sources using formats and organisational standards to enable downstream analysis and usage.	K1, K2, K3, **K4*,** K5, **K6** **S1, S2, S4,** S12*
AO2: Data analysis and quality management Applies analytical methods and tools to examine datasets, identify patterns and faults, validate integrity, and enhance data quality.	K13, K14*, K15*, K16*, **K17*,** K18* **S3*, S5*, S6*, S7***
AO3: Data communication and collaboration Communicates data findings in ways suited to technical and non-technical audiences, using formats, tools, and channels for collaborative understanding and decision-making.	K9, K10*, **K11*,** K12* **S8*,** S9*, **S13, S14**
AO4: Legal, ethical, and sustainable data practice Manages data in compliance with legal and ethical standards, sustainability principles, and organisational policies including equity, diversity, and inclusion.	K7, K8, K19, **K20,** K22, K24, K25 **S10, S11**, **S15**
AO5: Applied data practice and organisational impact Applies data insights and contemporary technologies, automation and prompt engineering, to support strategic and operational decision making, enable innovation, and contribute to organisational goals.	**K21, K23,** K26* S16*

(*) 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 **a simulated task.**

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

- **project**

  professional discussion

- **observation**
- **portfolio**
- **question and answer**

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 factual, procedural, and theoretical knowledge across routine and non-routine data tasks, completing them to an acceptable standard (for example, data preparation, analysis, and presentation knowledge).	Applies a thorough understanding of factual, procedural, and theoretical knowledge to manage and resolve routine and non-routine data tasks (for example data preparation, analysis, and presentation knowledge) with discernment and skill.
Applied Skills	Identifies and applies appropriate data handling, analysis, and technical skills, methods, and procedures (for example, visualisation techniques) to complete tasks and address challenges with a reasonable degree of autonomy and effectiveness.	Selects and integrates appropriate data handling, analysis, and technical skills, methods, and procedures (for example, visualisation techniques) proactively and resourcefully to complete tasks and address challenges effectively and with the appropriate minimal oversight.
Regulatory and Procedural Awareness	Applies legislation, regulation, and guidance (including organisational standards) relevant to data management and usage without error, with some depth of insight and adaptability.	Demonstrates refined judgement in applying legislation, regulation, and guidance (including organisational standards) relevant to data management, confidently navigating nuanced issues.
Communication and Collaboration	Participates effectively in team environments (for example, working towards a common goal) and communicates data findings clearly, using appropriate methods and formats that support daily operations.	Communicates effectively and adapts to different audiences and team dynamics, taking initiative in delivering data insights to stakeholders.
Information Use and Decision Making	Accurately interprets and evaluates data from multiple sources to support problem-	Evaluates diverse and sometimes conflicting data sources with critical insight,

	solving in mostly familiar, work contexts.	drawing informed conclusions that improve task outcomes or efficiency in familiar and sometimes complex work contexts.
Responsibility and Autonomy	Takes responsibility to initiate, prioritise, and complete data-related tasks within set parameters, taking account of the impact on others (including the organisation).	Identifies the need for data-related tasks to be initiated within workplace parameters, demonstrating accountability and responsiveness (for example, to emerging technologies, priorities, sustainability, and risks), and taking account of the impact on others (including the organisation).