



Skills England

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE HR SUPPORT APPRENTICESHIP

ST0239/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0239	3	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 3 hr support 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: HR service delivery, advice and support Provides HR advice and support to managers and employees using HR expertise. Uses questioning and listening to understand issues and manages HR solutions through to delivery.	K3 S1, S2*, S6, S7
AO2: HR operations, systems and data management Uses HR systems, processes and data to deliver HR services. Maintains records and produces HR information supporting operational activities and decision-making.	K8, K9 S3*, S15, S16
AO3: HR legislation, policy and compliance Demonstrates knowledge of HR legislation, organisational policy, structure and values. Interprets legal and organisational frameworks, makes decisions, applies policy, and escalates or acts within defined governance.	K2*, K4, K5 S17*
AO4: HR planning, organisation, improvement and development Plans and prioritises work, HR projects, change initiatives, and continuous improvement activities. Demonstrates a commitment to professional development, reflects on performance and acts on feedback.	K6, K7 S4*, S5, S13*, S14*, S18
AO5: Communication and collaboration Demonstrates business understanding, communicates with colleagues and stakeholders, builds collaborative working relationships, and handles sensitive situations.	K1 S8*, S9, S10*, S11, S12

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 **professional discussion**.

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**
- **project**
- **presentation**
- **showcase**
- **case study**

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 sound application of factual, procedural, and theoretical HR knowledge in a broad range of varied work activities, performed in a variety of contexts, across routine and non-routine services. Shows some depth of insight relevant to the role.	Applies thorough application of factual, procedural, and theoretical HR knowledge in a broad range of varied work activities, performed in a variety of contexts, across routine and non-routine services. Demonstrates greater depth of insight relevant to the role and improves outcomes.
Applied Skills	Selects and applies practical HR support skills, methods, and procedures consistently in a broad range of varied work activities and a variety of contexts. Solves well defined HR support problems, with sound judgement.	Integrates using practical HR support skills, methods, and procedures proactively and resourcefully in a broad range of varied work activities and a variety of contexts. Solves well defined HR support problems, to improve outcomes.
Regulatory and Procedural Awareness	Applies sound understanding of relevant employment law, HR policies, and procedures, supporting safe and effective practice. Follows requirements consistently, including where relevant within limited parameters.	Applies thorough understanding of relevant employment law, HR policies, and procedures, supporting effective and safe practice with confident autonomy and sound judgement within limited parameters.
Communication and Collaboration	Participates effectively in HR team environments,	Communicates clearly and confidently in HR team environments, supporting

	communicating appropriately to support service delivery. Contributes to interactions with colleagues, managers, and other stakeholders supporting others where required.	effective service delivery. Works proactively with colleagues, managers, and other stakeholders enhancing collaboration and supporting improved outcomes.
Information Use and Decision Making	Accurately interprets and evaluates relevant HR information and data from a variety of sources. Uses sound judgement to inform decisions and resolve issues relevant to the role.	Applies evaluation of relevant HR information and data from a variety of sources to inform decisions. Uses judgement to improve outcomes and demonstrates greater depth of insight in problem solving.
Responsibility and Autonomy	Takes responsibility for initiating and completing HR support tasks and procedures within limited parameters. Exercises autonomy relevant to the role for initiating and completing tasks and procedures, including supervising or guiding others in team environments.	Proactively manages own work, confidently taking responsibility for initiating and completing HR support tasks and procedures within limited parameters. Demonstrates autonomy for initiating and completing tasks and procedures, including supervising or guiding others in team environments to improve outcomes.

Professional recognition

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

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