



Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE BUSINESS ADMINISTRATOR APPRENTICESHIP

ST0070/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0070	3	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 3 business administrator 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	
<p>AO1: Business Governance and Compliance</p> <p>Applies organisational policies, legal requirements, and or industry regulations to maintain compliance and responsible working practices across all activities relevant to role.</p>	<p>K1, K2, K3*, K7, S2*, S7</p>
<p>AO2: Operational Planning and Workflow Management</p> <p>Plans, prioritises, and manages tasks and resources to meet organisational objectives, ensuring continuity and cost awareness.</p>	<p>K4*, K5*, K10* S4, S5*, S10*, S17</p>
<p>AO3: Information and Data Management</p> <p>Collates, stores, and distributes information and data securely and accurately using organisational systems and processes.</p>	<p>K8*, K9, K16, K15 S8, S9, S13,</p>
<p>AO4: Digital and Technology Enablement</p> <p>Use digital tools and applications to complete tasks. Complete, address, or escalate digital issues responsibly.</p>	<p>K11, K12, K13, K14 S11, S12</p>
<p>AO5: Stakeholder Engagement and Communication</p> <p>Collaborates and communicates effectively with stakeholders through meetings, written and digital channels, maintaining professional standards.</p>	<p>K6*, K20*, K21, K22* S1, S6*, S18, S19, S20</p>
<p>AO6: Continuous Improvement and Change Support</p> <p>Contributes to process improvements and supports organisational change initiatives using project management principles and techniques.</p>	<p>K17, K18, K19 S3, S14, S15, S16</p>
<p>AO7: Professional Development and Wellbeing</p> <p>Applies wellbeing techniques and good working practices. Develops CPD, through feedback or collaborative learning practices.</p>	<p>K23, K24*, K25, K26 S21</p>

(*) 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 at least one **professional discussion**.

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

- **Presentation**
- **Interview**
- **Simulated task**
- **Portfolio**
- **Project**
- **Question and answer**
- **Written assessment**
- **Additional professional discussion**

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 understanding of organisational principles, processes, and compliance requirements, applying them accurately to routine and non-routine tasks in familiar contexts.	Applies thorough organisational knowledge with insight, adapting approaches to evolving requirements to manage and resolve routine and non-routine tasks.
Applied Skills	Identifies and applies appropriate skills, methods and procedures to complete tasks consistently and safely, meeting set standards across work activities.	Selects appropriate skills, methods, and procedures to achieve outcomes, introducing improvements that enhance efficiency or quality beyond standard expectations.
Regulatory and Procedural Awareness	Applies organisational policies and legal requirements precisely, maintaining compliance and safe working practices in all activities.	Demonstrates refined judgement in regulatory and procedural requirements with depth, proactively identifying risks and proposing adjustments to strengthen compliance and resilience.
Communication and Collaboration	Communicates clearly and professionally by selecting suitable methods, maintaining working relationships and supporting team objectives.	Tailors communication with insight to audience, team dynamics, context and purpose, fostering collaboration and influencing positive outcomes in complex or changing situations.
Information Use and Decision Making	Collects, organises, and uses information from a variety of sources accurately to support decisions and	Evaluates information drawing connections and proposing solutions that add measurable value and improvements to decisions

	deliver required outputs within agreed parameters.	and organisational objectives.
Responsibility and Autonomy	Manages own workload within defined responsibilities, meeting deadlines and escalating issues when required, maintaining consistent and safe performance in familiar and occasional non-routine contexts.	Demonstrates autonomy with foresight, prioritising competing demands and adapting plans to overcome challenges, adding measurable value by improving outcomes or mitigating risks beyond standard expectations.

Crown copyright 2026 You may re-use this information (not including logos) free of charge in any format or medium, under the terms of the Open Government Licence. Visit www.nationalarchives.gov.uk/doc/open-government-licence.