

ST1302 Governance Officer Occupational Standard Assessment Plan Level 4

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 4 Governance officer 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
<p>AO1: Governance Advisory and Regulatory Compliance</p> <p>Applies regulatory, legislative and governance requirements to organisational practice, interpreting frameworks and advising stakeholders on their practical implications. Uses governance codes, constitutional rules or disclosure obligations to support compliant decision-making and organisational conduct.</p>	<p>K1, K2, K4, K17</p> <p>S1, S4</p>

Assessment Outcome	Mapping
<p>AO2: Board, Committee and Meeting Governance</p> <p>Prepares, coordinates and supports governance meetings by producing accurate materials, maintaining meeting records, enabling informed decision-making and ensuring that governance processes are followed. Maintains forward meeting plans, reporting schedules and compliance calendars to keep stakeholders aligned.</p>	<p>K8,</p> <p>S7, S10</p>
<p>AO3: Corporate Records and Statutory Reporting</p> <p>Maintains governance and statutory records, applies record-keeping requirements, and prepares disclosures, filings and reports in line with organisational, legal and regulatory obligations. Uses governance and financial information to support transparent reporting and organisational accountability.</p>	<p>K7, K10, K11</p> <p>K9, K18</p> <p>S3, S6</p>
<p>AO4: Risk, Data Protection and Assurance</p> <p>Applies risk frameworks and data protection requirements to identify, assess and report risks affecting the organisation. Addresses data processing risks when gathering, analysing, using and sharing data. Applies assurance mechanisms and contributes to organisational controls and compliance, making judgements on actions to take.</p>	<p>K12, K16</p> <p>S11</p>
<p>AO5: Stakeholder Engagement and Organisational Insight</p> <p>Builds and maintains effective relationships with stakeholders, communicating governance information in accessible ways and responding to queries appropriately. Applies organisational understanding, horizon scanning and stakeholder insight to support governance decision-making and organisational change.</p>	<p>K3, K5, K6, K14, K15</p> <p>S2, S8, S10, S12, S13</p>
<p>AO6: Work Planning, Project Delivery and Continuous Improvement</p> <p>Plans and prioritises work using project management approaches, following instructions through to completion while meeting governance timelines and deadlines. Uses technology and organisational processes to deliver tasks effectively and identify</p>	<p>K13, K19</p> <p>S5, S9, S14</p>

Assessment Outcome	Mapping
governance improvements that strengthen and enhance governance operations.	

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 **professional discussion** and, if applicable, any relevant constraints.

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

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

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 governance knowledge to address well-defined but complex and non-routine problems and reach appropriate, generally effective outcomes.	Applies governance knowledge with confidence and precision, consistently producing high-quality outputs in response to well-defined but complex and non-routine problems. Solutions are not only appropriate but often enhance outcomes or processes.
Applied Skills	Identifies and applies suitable cognitive and practical skills in governance tasks, adapting as necessary to meet requirements. Methods chosen are generally appropriate, with results that meet organisational or sector expectations.	Adapts and applies cognitive and practical skills with a high degree of flexibility and operational fluency in governance tasks, ensuring that methods are both effective and optimised for quality and efficiency of service outcomes.
Regulatory and Procedural Awareness	Applies relevant governance legislation, regulation, and organisational procedures with sound judgement, adapting appropriately to varied and occasionally complex situations.	Interprets and applies governance-related regulatory and procedural requirements with insight and appropriate flexibility, identifying implications and making informed decisions in varied and occasionally complex situations.

Communication and Collaboration	Communicates clearly and collaborates effectively with colleagues and stakeholders, contributing to a responsive service culture in governance contexts.	Communicates and collaborates with confidence and insight, tailoring approach to meet diverse stakeholder needs, leading on customer service cultures and contributing to improved collaboration and service outcomes.
Information Use and Decision Making	Analyses and interprets relevant governance information to make informed decisions, showing a clear awareness of the occupational context and the broader scope of the role or occupational area.	Analyses, interprets and evaluates governance information from a range of sources, providing insightful justification for decisions, and demonstrating a strong awareness of broader implications within the occupational area.
Responsibility and Autonomy	Takes responsibility for actions and decisions within set parameters. Manages own work in governance settings with adequate awareness of risks and priorities.	Proactively takes responsibility for actions and decisions within set parameters. Manages own work and the coordination of others in governance settings. Independently uses sound judgement about risks and priorities to manage actions.

Professional recognition

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

Please contact the relevant professional body for further information.