



Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE REGISTRAR (CREATIVE AND CULTURAL) APPRENTICESHIP

ST0590/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0590	6	None

Assessment Plan

Assessment details

Introduction

This apprenticeship assessment plan (AAP) sets out the requirements for the assessment of the level 6 Registrar apprenticeship. It should be read in conjunction with the Requirements for Apprenticeship Assessment. Where there is conflict between this AAP and the Requirements for Apprenticeship Assessment, 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.

Table 1: Assessment outcomes

Table 1 sets out the assessment outcomes and the mapped knowledge and skill statements. All assessment outcomes must be assessed. Knowledge and skills statements listed in the mandatory statements column must be assessed in every version of the assessment that is made available.

Assessment Outcome	Mapped statements	Mandatory statements
AO1: Object Care and Access Manages the care, movement, storage, conservation and accessibility of physical and digital collections. They apply professional standards and coordinate the arrangements required to protect objects and collections during storage, transport, display, lending and borrowing activities.	K1, K2 S1, S2,S3,S4, S5, S6, S7	K1, K2 S1, S2, S3, S5, S7
AO2: Project and Resource Management Plans, coordinates and oversees collections-related projects, loans, exhibitions and programmes. They apply project management principles to manage risks, resources, budgets, procurement activities, schedules and operational delivery requirements	K3, K4, K5, K6, K7, K8 S8, S9, S10, S11, S12, S13	K3, K6, K7 S8, S9, S11
AO3: Compliance, Governance and Registrarial Practice Applies legal, ethical, regulatory and professional requirements to collections activities. They implement registrarial procedures, manage documentation and agreements, and ensure organisational compliance with sector standards and governance obligations.	K9, K10, K11, K12, K13 S18, S19, S20, S21, S22, S23, S24, S35	K9, K12, K13 S18, S21, S23, S24
AO4: Data Management and Information Systems. Maintains and manages collections information, documentation and records in accordance with recognised standards and organisational requirements. They apply data management processes to ensure information is accurate, secure, accessible and fit for operational and strategic use.	K14, K15, K16 S26, S27	K14, K15 S26, S27
AO5: Communication, Collaboration and Professional Leadership Communicates and collaborates with a range of stakeholders to support organisational objectives and collections activities. They negotiate agreements, provide advice, influence decision-making, develop capability in others, and	K17, K18, K19, K20, K21, K22 S28, S29, S30, S31, S32, S33, S34, S36, S37, S38	K17, K18, K20 S29, S31, S38

contribute to the effective management and leadership of people, projects and partnerships.

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. Methods may be used more than once:

- **project**
- **question and answer**
- **portfolio**
- **presentation**

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.

Table 2: performance descriptors

Table 2 sets out the performance descriptor categories and descriptors for pass and distinction. Assessment organisations must design assessments that align with these descriptions.

Performance Category	Pass	Distinction
Applied Knowledge	Applies critical application of advanced specialist, theoretical and or technological collections management knowledge across a wide and often unpredictable variety of contexts.	Applies critical and insightful application of advanced specialist, theoretical and or technological collections management knowledge across a wide and often unpredictable variety of contexts.
Applied Skills	Determines, refines and adapts advanced practical collections management skills and methods consistently across a wide and often unpredictable variety of collections management contexts. Solves problems in collections management that have limited definition and involve many interacting factors, with strategically informed judgements.	Evaluates advanced practical collections management skills and methods to enable sustained improvement, innovation or change across a wide and often unpredictable variety of collections management contexts. Solves problems that have limited definition and involve many interacting factors, with strategically leading judgements.
Regulatory and Procedural Awareness	Critically analyses collections management legislation, regulation and organisational procedures relevant to the role, recognising strategic implications.	Applies critical analysis of collections management legislation, regulation and organisational procedures relevant to the role, anticipating strategic implications.

Communication and Collaboration	Applies authoritative and confident communication, influencing a wide range of stakeholders, adapting collaboration strategies to navigate complexity. Applies well-judged communication for sustained improvement or change.	Applies advanced and authoritative communication influencing and shaping a wide range of stakeholders, adapting collaboration strategies to navigate complexity effectively. Applies insight and judgement for sustained improvement or change.
Information Use and Decision Making	Critically analyses collections management information with many interacting factors relevant to the role, drawing informed well-judged decisions, recognising strategic implications.	Applies critical analysis of collections management information with many interacting factors, relevant to the role, drawing informed well-judged decisions, anticipating strategic implications.
Responsibility and Autonomy	Takes responsibility for planning and developing courses of action that are capable of underpinning substantial changes or development. Initiates and leads collections management tasks and processes, taking responsibility where relevant, for the work of others and the allocation of substantial resources. Exercises broad autonomy and judgement.	Confidently takes responsibility for planning and developing courses of action that are capable of underpinning substantial changes or development. Applies authoritative autonomy and advanced judgement in initiating and leading collections management tasks and processes.

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