

ST0516/V2

Draft apprenticeship assessment plan for the Intelligence analyst apprenticeship

| Apprenticeship reference number | Level of this apprenticeship | Integration |
|---------------------------------|------------------------------|-------------|
| ST0516 | 4 | None |

Assessment Plan

[Edit assessment plan form](#)

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 4 intelligence analyst 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: Intelligence Collection and Security</p> <p>Applies legal and organisational methods to a range of sources and recommend information to collect. Store and dispose of intelligence securely, including handling sensitive and classified materials in line with physical and cyber security protocols.</p> | <p>K1, K4</p> <p>S2, S9</p> |
| <p>AO2: Intelligence Analysis and Evaluation</p> <p>Uses analytical techniques and critical thinking to interpret data, identify patterns and trends, assess credibility, and highlight intelligence gaps and opportunities for further analysis.</p> | <p>K3, K7, K8, K9, K10, K11</p> <p>S3, S4, S7</p> |
| <p>AO3: Intelligence Production and Client Engagement</p> <p>Works collaboratively with stakeholders to finalise requirements and ensures evolving demands are met including monitoring intelligence requirements and integrating feedback into the intelligence cycle, while employing communication and reporting methods tailored to the audience.</p> | <p>K5, K6</p> <p>S1, S5, S6</p> |
| <p>AO4: Compliance, Ethics, and Security Protocols</p> <p>Operates within legal, ethical, and organisational frameworks, applying security protocols, recognising bias, and ensuring appropriate handling of sensitive materials.</p> | <p>K2, K12</p> <p>S8</p> |

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 one **project**.

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

- **presentation**
- **written assessment**

- **professional discussion**
- **portfolio**
- **interview**
- **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 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 intelligence analysis knowledge to address well-defined but complex and non-routine problems and reach appropriate, generally effective outcomes. | Applies intelligence analysis 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 analysis output. |
| Applied Skills | Identifies and applies suitable cognitive and practical skills to complete intelligence analysis activities, adapting as necessary to meet requirements. | Adapts and applies cognitive and practical skills with a high degree of flexibility and operational awareness, ensuring that methods are both effective and optimised for quality and efficiency of intelligence analysis outcomes. |

| | | |
|---|--|---|
| <p>Regulatory and Procedural Awareness</p> | <p>Applies relevant legislation, regulation, and organisational intelligence analysis procedures with sound judgement, adapting appropriately to varied and occasionally complex cases.</p> | <p>Interprets and applies regulatory and procedural requirements with insight and appropriate flexibility, identifying implications of the intelligence analysis and making informed decisions in varied and occasionally complex situations.</p> |
| <p>Communication and Collaboration</p> | <p>Communicates clearly and professionally with stakeholders, presenting intelligence analysis findings and recommendations effectively. Builds collaborative relationships to support a positive intelligence analysis culture.</p> | <p>Communicates and collaborates with confidence and insight, tailoring approach to meet a range of stakeholder needs, contributing to improved collaboration and intelligence analysis outcomes.</p> |
| <p>Information Use and Decision Making</p> | <p>Analyses and interprets relevant information to make informed decisions, showing a clear awareness of the intelligence analysis context and the broader scope of the role or occupational area.</p> | <p>Analyses, interprets and evaluates information from a range of sources, providing insightful justification for decisions, and demonstrating a strong awareness of broader implications within the intelligence analysis occupational area.</p> |
| <p>Responsibility and Autonomy</p> | <p>Takes responsibility for actions and decisions within set parameters. Manages own work and, where relevant,</p> | <p>Proactively takes responsibility for actions and decisions within set parameters. Manages own work and the coordination of</p> |

| | | |
|--|---|--|
| | oversees others or allocates resources with adequate awareness of risks and priorities in intelligence analysis contexts. | others. Independently uses sound judgment about risks and priorities to manage resources or actions in intelligence analysis contexts. |
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