

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE WOOD PRODUCT MANUFACTURING OPERATIVE APPRENTICESHIP

ST0531/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0531	2	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 2 wood product manufacturing operative 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: Health, safety, environmental and quality compliance Applies health, safety, environmental and quality requirements during manufacturing operations. Uses safe systems of work and carries out required checks and reporting activities.	K5, K6 , K10, K15 S1, S2, S3 , S9, S21* , S22*
AO2: Planning, communication and documentation Plans and prepares manufacturing activities using specifications, customer information and work instructions. Uses communication and documentation processes to support manufacturing operations.	K1, K2, K4, K13* , K14*, K24 S4, S5* , S6* , S7 , S8, S24*
AO3: Machinery, tools and CNC equipment Prepares and uses machinery, tools and CNC equipment and jigs to carry out manufacturing operations.	K3, K11 , K12* , K16* S11* , S12* , S13
AO4: Assembly, fitting and glazing Assembles wood products and components from prepared materials, secures components and fits fixtures, fitting and glazing elements.	K7 , K8 , K17* , K18, K20, K22 S14 , S15* , S17, S19, S20
AO5: Finishing, storage and handover Applies finishes to wood products and components. Stores and transfers products through the manufacturing process, including handover to the next stage of production.	K9 , K19*, K21, K23* S10, S16, S18 , S23*

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 an **observation**.

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:

- **interview**
- **question and answer**
- **portfolio**
- **written assessment**

Assessment organisations must have due regard to any relevant frameworks, standards, guidance or other documents that may be published by industry regulators, professional bodies, and other representative groups.

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 knowledge, facts, procedures and ideas of wood product manufacturing operations, appropriately in a significant range of varied work activities and contexts, some of which are complex or non-routine.	Applies knowledge, facts, procedures and ideas of wood product manufacturing operations, with consistently high accuracy, insights or efficiency in a significant range of varied work activities and contexts, some of which are complex or non-routine.
Applied Skills	Selects and applies wood product manufacturing practical skills consistently in a significant range of varied work activities and contexts, some of which are complex or non-routine. Solves straight-forward, well-defined wood product manufacturing problems, to an acceptable standard.	Integrates wood product manufacturing practical skills with precision in a significant range of varied work activities and contexts, some of which are complex or non-routine. Solves straight-forward, well-defined wood product manufacturing problems, that add value.
Regulatory and Procedural Awareness	Gathers and interprets health, safety, environmental and quality requirements relevant to the role, with minimal noncritical errors, although depth of insight or adaptability may be limited.	Applies interpretation of health, safety, environmental and quality requirements relevant to the role, with minimal noncritical errors and with reasonable depth of insight or adaptability.

Communication and Collaboration	Communicates and collaborates effectively within a team or group setting, delivering reliable service delivery.	Communicates with clarity and sensitivity, within a team or group setting, delivering a courteous service delivery.
Information Use and Decision Making	Gathers and interprets wood product manufacturing information relevant to the role, informing decisions and actions that are fit for purpose in the work context.	Applies interpretation of wood product manufacturing information and feedback relevant to the role, shaping actions that add value.
Responsibility and Autonomy	Takes responsibility for completing wood product manufacturing tasks and procedures. Exercises autonomy and judgement subject to overall direction or guidance. May collaborate with others perhaps through a work group or team.	Exercises informed judgement and self-direction when taking responsibility for completing wood product manufacturing tasks and procedures, anticipating the needs of the task or team.

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