



Skills England

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE ENERGY MANAGER APPRENTICESHIP

ST0161/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST0161	3	None

Assessment Plan

Assessment details

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the level 3 energy manager 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
AO 1: Energy compliance, safety and governance Applies energy-related legislation, organisational policies, standards and codes of practice when carrying out energy management activities. Implements health and safety requirements, safe systems of work, quality assurance processes, and data protection and cyber security requirements within their area of responsibility.	K1, K2, K3, K4, K20, K23 S1, S2, S3, S4, S16, S19
AO 2: Energy management and decarbonisation practice Supports and implements energy management, sustainability and decarbonisation plans that contribute to organisational objectives and net zero ambitions. Identifies opportunities to reduce energy consumption, improve system performance and inform decisions relating to repairs, replacements and infrastructure improvements.	K5, K9, K10, K17, K19 S5, S7, S13, S15
AO 3: Energy performance and resource optimisation Monitors and analyses energy performance, utility consumption, emissions and resource use to identify trends, inefficiencies and opportunities for improvement. Uses performance information, utility data and problem-solving techniques to support effective energy and resource management.	K6, K14*, K15, K16*, K18, K28 S11*, S12*, S14, S22
AO 4: Energy assessment and data management Collects, records, manages and interprets energy, water and utility data. Completes assessments and audits, collects metered data, and uses information from technical sources to support energy management activities	K11*, K12, K13*, K21, K22 S8*, S9, S10*, S17, S18
AO 5: Work Delivery, Communication and Quality Improvement Applies planning, prioritisation, scheduling and project management techniques to organise and deliver work activities. Communicates information verbally and in writing using industry-specific terminology, prepares technical reports, and provides feedback to support the	K7, K8*, K24*, K29*, K30* S6*, S23*, S24*, S26

continuous improvement of energy management activities.

AO6: Collaborative and Professional Practice

K25, K26, K27, **K31**

Works with others by applying team working principles and contributing to an inclusive working environment. Maintains personal wellbeing, recognises the limits of their role, seeks support when needed, and escalates issues appropriately to support the delivery of work.

S20, S21, S25

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 project**, that employers expect the output of which is a technical report.

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**
- **presentation**
- **question and answers**

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 sound application of factual, procedural, and theoretical energy management knowledge in a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine.	Applies thorough application of factual, procedural, and theoretical energy management knowledge in a broad range of varied work activities, performed in a variety of contexts, most of which are complex and non-routine.
Applied Skills	Selects and applies energy management skills, methods, and procedures consistently in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined energy management problems, which may be complex and non-routine, with sound judgement.	Integrates using energy management skills, methods, and procedures proactively and resourcefully in a broad range of varied work activities and a variety of contexts, most of which are complex and non-routine. Solves well defined energy management problems, which may be complex and non-routine, that improve outcomes.
Regulatory and Procedural Awareness	Interprets and evaluates energy-related legislation, regulation, and guidance relevant to the role, with minimal noncritical errors, and with some depth of insight and adaptability.	Applies evaluation of energy-related legislation, regulation, and guidance relevant to the role, with minimal noncritical errors, and with greater depth of insight and adaptability.
Communication and Collaboration	Participates effectively in team environments	Communicates clearly and confidently in team

	and applies effective communication approaches, supporting daily operations.	environments, adapting communication approaches, supporting effective daily operations.
Information Use and Decision Making	Interprets and evaluates energy management information relevant to the role, from a variety of sources, supporting decisions and actions with sound judgement.	Applies evaluation of energy management information from a variety of sources, relevant to the role, with insight, supporting conclusions that improve outcomes.
Responsibility and Autonomy	Takes responsibility for initiating and completing energy management tasks and procedures including, where relevant, taking responsibility for supervising or guiding others. Exercises responsibility, autonomy and judgement within limited parameters.	Takes responsibility for initiating and completing energy management tasks and procedures with confident autonomy and sound judgement within limited parameters. Proactively manages own work, confidently, recognising when to refer issues beyond their responsibility.

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