

Apprenticeship Assessment Discussion Group

L2 Administration Assistant (ST1472)

Introductions



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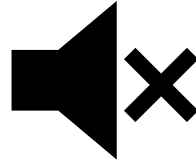


**This session is
being recorded**



**MS Form to
complete**

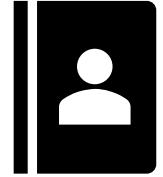
**Capture your
thoughts formally**



**All delegates to
remain on mute.**



**Please raise
your hand to ask
a question or use
the chat function**



**Feel free to
contact us after
the event**

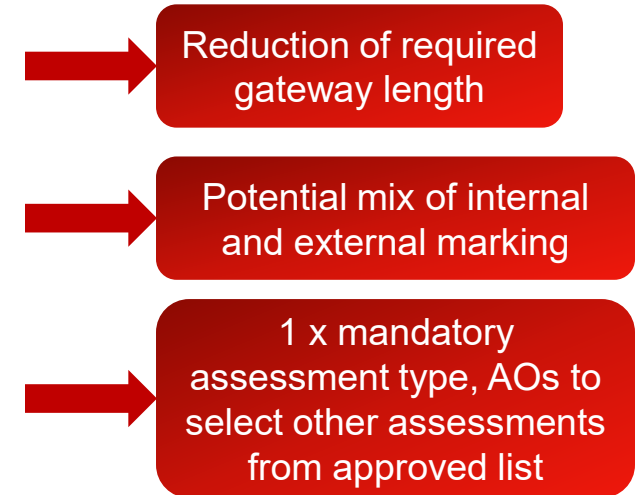
Context

Government is making substantive changes to the assessment of apprenticeships:

What Was DfE Looking to Achieve?

In February 2025, they published Apprenticeship Assessment Principles - a major shift from the traditional End-Point Assessment (EPA) model. The aim was to reduce bureaucracy, improve timeliness, and maintain rigour through 6 principles:

1. **Streamlining assessment:** Making it more proportionate to the competencies being tested and removing duplication (eg where mandatory qualifications already assess certain skills).
2. **Flexibility in timing:** Allowing assessment to take place during the apprenticeship (“on-programme”), not just at the end.
3. **Provider involvement:** Training providers can deliver and mark some assessment elements under appropriate oversight from AOs.
4. **Simplified assessment plans:** Shorter, higher-level plans, giving AOs more design flexibility.
5. **Employer engagement:** Employers remain central in verifying behaviours and shaping assessment design.
6. **Synoptic assessment:** Integrated assessments to form a defined amount of overall evaluation.



What City & Guilds can impact and how you can help...

What we **can't** impact (directly)

- The standard itself (and pathways etc.)
- Adding new standards
- Combining standards
- Content within the standard (inc KSBs)
- Mandatory assessment type (once agreed)
- Whether the new Apprenticeship Assessment is qual-only, EPA-only or EPA with a mandatory on-programme qual
- Funding bands
- Timings

What we **can** impact

- Pricing model
- What sort of support (sales, planning, platform, resources etc.) that we provide to both centres and employers
- Selection of assessment type for non-mandatory assessment
- Which of the assessments are available to be marked internally

With that in mind...

Approved New Assessment Guidelines:

L2 Administration Assistant

One assessment type is **mandatory**, and **all** assessment organisations (AOs) must use this method. Any additional assessments must be selected from the approved list below (it's expected that Ofqual requirements – to be finalised – will require at least one additional method).

Assessments may be designed to a centre or training provider to mark them.

All required Knowledge and Skills must be assessed through these methods, while **Behaviours must be assessed by employers.**

For the L2 Administration standard, the AO must design apprenticeship assessments to include a **portfolio**

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

- **Interview**
- **Presentation**
- **Question and answer**
- **Project**
- **Simulation**

Apprentices may be assessed at any appropriate point during their apprenticeship programme.

Further information on assessment guidelines

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 2 administration assistant 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.

City & Guilds Proposition (Draft)

Portfolio

- Is built on programme
- Assessed internally by providers and quality assured by City & Guilds to ensure the content is not AI written and there is sufficient knowledge & skills.
- Retains rigor and consistency of external assessment associated with EPA.
- A Portfolio can have many different evidence types within

Interview or Q&A? (our proposed externally assessed additional method)

- We believe 2 methods would be sufficient to assess the knowledge and skills of apprentices
- The portfolio is extremely flexible – an apprentice could use numerous forms of evidence types e.g. PDs, WTs, etc
- A presentation could be stressful for level 2 learners
- A naturally occurring project could work but not always easy to allocate to an apprentice
- A simulation could be 'admin heavy' on centres to create

Support Materials:

- Digital resources to support with implementing the standard successfully eg: what best practice looks like, what's to be included in the portfolio, preparation for the additional assessment method, behaviour templates for employers (and apprentices?), information on apprenticeships in general and the reforms.

New Apprenticeship Assessment Model

Questions for discussion – feel free to add comments to the chat

1. What are your views on the City & Guilds draft proposal (internally assessed portfolio + externally assessed interview or Q&A)?
2. Employers will be expected to record and validate behaviours post-Reform. Do you see any challenges here?
3. How could we support you through this change?
 - For example, a framework, toolkit, guidance etc.
 - Would you prefer to use your own tools / templates?

Please fill out the **MS Form** giving your thoughts. The link is in the chat function or you can use the QR code shown.

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Thank you for attending

Our marketing department will send out a follow up email including a copy of the slides and a link to the MS Form to capture your thoughts.

Details of future webinars will be shared via email updates and my LinkedIn page.

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Any final thoughts or
questions?

Thank you!