Skills England

Draft Preview

DRAFT APPRENTICESHIP ASSESSMENT PLAN FOR THE PRODUCTION ACCOUNTS ASSISTANT APPRENTICESHIP

ST1428/V2

APPRENTICESHIP REFERENCE NUMBER	LEVEL OF THIS APPRENTICESHIP	INTEGRATION
ST1428	3	None

Assessment Plan

ST1428 Level 3 Production Accounts Assistant Assessment Plan

Introduction

This Apprenticeship Assessment Plan (AAP) sets out the requirements for the assessment of the Level 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
AO1: Production Accounting Operations Uses production accounting systems to record, process, and reconcile expenditure, including purchase orders, invoices, supplier payments, expenses, petty cash, and purchase cards, ensuring costs are allocated to the correct codes and departments.	**K9**, **K13*,** K14*, K21, **K22, K23*,** K24 S5, **S7*,** S8, **S9*, S10*,** S11*, S20*, S21, S23, S24*
AO2: Production Financial Control and Authorisation Applies production financial controls by checking authorisations, monitoring spend against approved limits, identifying discrepancies and variances, and escalating issues in line with production policies and reporting structures.	**K15, K16** **S13**, S15*, S22, S26*, **S27***
AO3: Production Documentation and Financial Record Management Sources, maintains, and files production and financial documentation, ensuring accurate data entry, clear audit trails, data security and appropriate evidence to support reporting, sustainable working practices, reviews, and ad hoc requests	**K4*, K8**, K19*, **K20** S3, S14
AO4: Legislative, Taxation, and Regulatory Compliance Works within legal, regulatory, and industry frameworks affecting production accounting, including tax requirements, right-to-work checks, VAT application, data handling legislation, and organisational and industry codes of practice.	**K5**, **K6,** K7, **K10*, K11,** K25* **S2**, **S4,** S6, S25
AO5: Production Lifecycle Awareness Applies knowledge of production structures, timelines, and departmental workflows to plan and prioritise accounting tasks, adapt to operational changes, and meet production and financial deadlines.	K1, **K3, K12*** S1*, S16, **S19***
AO6: Professional Communication, Ethics, and Development Communicates effectively with suppliers, cast, crew, and departments, maintains confidentiality and manages their own professional development and industry engagement.	**K2, K17*,** K18, K26, K27, K28 S12*, S17*, **S18***, S28, S29

(*) Knowledge and skills statements which offer opportunities to develop functional English and maths are identified with an asterisk.

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 **written test**

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

- **Presentation**
- **Simulated test**
- **Portfolio**
- **Case study**
- **Question & answer**
- **Additional written test**

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	Demonstrates sound application of production accounting knowledge, facts, procedures, and ideas across routine and non-routine tasks, completing them to an acceptable standard within familiar but sometimes complex work contexts.	Applies a thorough understanding of production accounting knowledge, facts, procedures, and ideas to manage and resolve routine and non-routine tasks with discernment and skill across familiar but sometimes complex work contexts.
Applied Skills	Applies under supervision appropriate production accounting skills, methods, and procedures to complete tasks and address challenges with a reasonable degree of autonomy and effectiveness within set parameters.	Selects and identifies appropriate production accounting skills, methods, and procedures proactively and resourcefully to complete tasks and address challenges effectively, with minimal oversight, within set parameters.
Regulatory and Procedural Awareness	Applies legislation, regulation, organisational policies, and industry guidance relevant to production accounting, without error, with some depth of insight and adaptability when working across routine and non-routine tasks.	
Communication and Collaboration	Participates effectively in production team environments and demonstrates effective communication that supports service delivery and daily operations across routine and non-routine tasks.	Communicates persuasively and adapts confidently to different production team dynamics, taking initiative in supporting service delivery and colleague interactions while working across routine and non-routine tasks.
Information Use and Decision Making	Accurately interprets and evaluates relevant production accounting information from a variety of sources to support problem-solving in mostly familiar but sometimes complex work contexts.	Evaluates diverse and sometimes conflicting information relevant to production accounting with insight, drawing informed conclusions that improve task outcomes or efficiency within familiar but sometimes complex work contexts.

Responsibility and Autonomy	Takes responsibility for initiating and completing production accounting tasks within set parameters, working with a reasonable degree of autonomy while adapting to routine and non-routine requirements.	Pre-empts the need for production accounting tasks to be initiated, within set parameters, demonstrating accountability and responsiveness to emerging priorities or risks while working confidently with minimal oversight.