



Specification

**Level 2 Standard Software and Data
Foundation Apprenticeship v1.0**

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Welcome to Innovate Awarding

Welcome to the Level 2 Standard Software and Data Foundation Apprenticeship v1.0. Our Innovate Awarding Specifications are designed to ensure the employer, provider and apprentice have the appropriate support and guidance to allow successful completion of an apprenticeship, providing further confidence and assurance having chosen us as an Assessment Organisation.

We are an Ofqual approved Assessment Organisation (AO), experienced in operating within a regulated market. Driven by the employers we work in partnership with, we deliver qualifications and apprenticeships in the Health, Care, Education, Leadership, Management, Leisure, Customer Service, Creative, Hospitality, Retail, Transport and Logistics sectors.

Delivering an apprenticeship is an extremely rewarding role. We recognise the need for a clear specification, resources and support, so more valuable time can be spent delivering to an apprentice.

At Innovate Awarding we stand by our 'no surprises' approach to assessment, making an apprenticeship journey as simple as possible, ensuring the best chance of success for every apprentice who undertakes their assessment with us.

About Innovate Awarding

We are an AO with a collaborative approach to doing business. We work with providers to deliver fit for purpose assessments for a wide range of apprenticeship Standards, certifying thousands of apprentices, continuing to learn and improve with each experience.

We have experienced and responsive teams to ensure the assessment experience is smooth and efficient, working closely with our provider partners.

Please see our website for the range of Standards we are approved to deliver:

<https://innovateawarding.org/end-point-assessment/apprenticeship-standards/>

The Apprenticeship Standard and Assessment Plan

An Apprenticeship Standard details technical knowledge, technical skills, and employability skills and behaviours (ESBs):

- **Technical Knowledge** - the information, detail, and 'know-how' that someone needs to have and understand.
- **Technical Skills** - the practical application of knowledge needed to undertake the role successfully. They are learnt through on and/or off-the-job training or experience.
- **Employability Skills and Behaviours** - mindsets, attitudes or approaches needed. Whilst these can be innate or instinctive, they can also be learnt and are transferable.

Apprenticeships are an invaluable tool for upskilling in areas that matter most to employers. They are a highly effective route to recruit and train future talent, address skills shortages and develop careers across core parts of the business.

The apprentice will typically spend eight months on-programme, combining practical training in a job with study. The extent of the on-programme time should be decided for each apprentice based on their prior learning, skills and experience. If employers are using this Standard for an existing employee, it is important to be aware that the role must represent new learning. Providers should support employers with this.

It is vital the apprentice is prepared and fully ready before they commence their assessment, which is detailed in the Assessment Plan.

The assessment will consist of:

- Knowledge Test
- Practical Assessment

Overview of the Role

Software and Data operatives are found in organisations large and small, in all sectors and within public, private and voluntary organisations.

They support the collation, formatting and storage of data. They also validate data checking and identifying errors. They will follow instructions to support elements of software development and testing.

As all organisations use data and software, their work will support the functions of the organisation and individuals working to manage data, develop and or test software.

They will carry out fundamental duties, including supporting the storage, retrieval and sharing of data, the manipulation of data by following instructions and testing and or the development of software, all by following guidance and instructions.

Upon successful completion, the apprentice will be competent in the knowledge, skills and behaviours outlined in this Foundation Apprenticeship. Someone who completes some or all of this content will be part-way through a journey to a more specialist occupation. Taking another apprenticeship after this one is one way of progressing.

This Foundation Apprenticeship is based on a range of different occupations. Training Providers should ensure all of these occupations are covered when delivering the Technical Knowledge and Technical Skills so that the apprentices can have a broad range of experience in this sector.

Included occupations for this Foundation Apprenticeship:

- Data technician
- Software development technician
- Digital support technician - Digital Applications Technician
- Digital support technician - Digital Service Technician
- Cyber security technician
- Information communications technician - Digital Communications Technician
- Information communications technician - Network Technician
- Information communications technician - Support Technician

Off-the-Job Training

This Foundation Apprenticeship requires a minimum 187 hours off-the-job learning.

Off-the-job training is a statutory requirement for an English apprenticeship. It is training, which is received by the apprentice during the apprentice's normal working hours, for the purpose of achieving the knowledge, skills and behaviours of the approved apprenticeship the apprentice is completing.

It is an important aspect of apprenticeship training, as it gives the apprentice time to properly develop knowledge and skills from the programme.

Off-the-job training allows the apprentice to take full advantage of the programme, improving the return on investment in training costs for the employer. A developed

and upskilled apprentice will lead to an increase in productivity, a clear benefit to the business.

Examples of off-the-job training include:

- Learning new skills at work through shadowing other members of the team, where this activity has been agreed and documented as part of the agreed training plan
- In-house training programmes relevant to the apprenticeship
- Coaching sessions
- Attendance at workshops, training days and webinars relevant to the apprenticeship
- Completion of online learning
- Self-study that includes reading or watching videos
- Training in new working practices or new equipment
- Role-playing or simulation exercises
- Industry visits/conferences relevant to apprenticeships
- Writing assessments, assignments and completing projects or activities
- Practical training or training in the workplace relevant to the apprenticeship

Assessment

Assessment Method 1: Knowledge Test

The Knowledge Test consists of 18 multiple-choice questions and the apprentice will have 30 minutes to complete the test.

The Knowledge Test will take place online via our exam platform, Surpass.

The questions will be drawn from the knowledge and skills elements of the standard. The test is closed book which means that the apprentice cannot refer to reference books or materials.

The following technical knowledge and skills will be assessed in this assessment:

- K1, K6, K12, K17
- S1, S8

Assessment Method 2: Practical Assessment through Portfolio of Evidence with Q&A

The Practical Assessment requires the apprentice to complete a Portfolio of Evidence demonstrating their competence against the technical knowledge and skills in the Foundation Apprenticeship standard. This competence will be validated

through a Question and Answer session, based on the evidence demonstrated in the portfolio. The Question and Answer session will be 30 minutes ($\pm 10\%$), with a minimum of 8 questions, and follow-up questions if needed.

The following technical knowledge and technical skills will be assessed in this assessment:

- K2, K3, K4, K5, K7, K8, K9, K10, K11, K13, K14, K15, K16
- S2, S3, S4, S5, S6, S7, S9, S10, S11, S12, S13

The Portfolio of Evidence must give the apprentice the opportunity to demonstrate the practical application of the knowledge and skills they have acquired over the course of their training.

The Portfolio of Evidence will be checked by the Training Provider, to ensure that all knowledge and skills are covered. The Portfolio of Evidence will be validated by Innovate Awarding.

Portfolio of Evidence requirements:

- The apprentice must compile a portfolio of evidence during the apprenticeship
- It must contain evidence related to the technical knowledge and technical skills that will be assessed by the Portfolio of Evidence
- The Portfolio of Evidence should contain approximately 10-15 discrete pieces of evidence (this is for guidance only)
- Use the Portfolio of Evidence Locator to map the evidence against the technical knowledge and technical skills
- Evidence may be used to demonstrate more than one knowledge or skill; a holistic approach is recommended
- The evidence provided must be valid and attributable to the apprentice; the Portfolio of Evidence must contain a statement from the employer and apprentice confirming this

Evidence sources may include (but not limited to):

- Direct observation
- Witness statements
- Undertaking a set task in a simulated environment
- Direct assessment of materials generated during their training
- Projects
- Presentations

Employability Skills and Behaviours

Employability skills and behaviours are highly transferable and universal across Foundation Apprenticeships. They support work-readiness.

Employability Skills and Behaviour statements are not formally assessed. However, employers need to confirm that they have been suitably demonstrated over the course of the Foundation Apprenticeship, before the final grade is awarded.

The employer confirmation of Employability Skills and Behaviours will need to be submitted to Innovate Awarding with the Portfolio of Evidence.

EB6 does not need to be confirmed by the employer but should form a key element of the apprentice's off-the-job training package.

Assessment Booking

The Knowledge Test does not need to be taken at the end of the apprenticeship and can be taken whenever the apprentice is ready.

The Training Provider can support the apprentice in booking their Knowledge Test.

The Portfolio of Evidence can be submitted for assessment towards the end of the apprenticeship. However, the apprentice should start collecting their evidence for their portfolio during the apprenticeship.

The Training Provider can schedule the Question and Answer session at the point at which they submit the apprentice's Portfolio of Evidence.

Passing the Foundation Apprenticeship

For an apprentice to pass their Foundation Apprenticeship they will need to demonstrate that they can reliably and effectively meet all the requirements in the technical knowledge, technical skills and employability skills and behaviours.

The Knowledge Test will be graded as a pass or fail. If apprentices fail the knowledge test they can resit.

For the Portfolio of Evidence, if an apprentice does not have enough evidence to achieve a pass grade, then further evidence should be gathered to meet all the technical knowledge and technical skills required.

Innovate Awarding will assess the Portfolio of Evidence and conduct a Question and Answer session with the apprentice to confirm achievement of a pass grade.

Technical Knowledge and Technical Skills

Technical Knowledge	Assessment Method
K1: Health, safety and security including organisational policies and procedures.	Multiple-Choice test
K2: Digital systems, infrastructure, networks, software packages and programmes.	Portfolio of Evidence
K3: Roles and responsibilities of stakeholders.	Portfolio of Evidence
K4: Own role and responsibilities and how they help to achieve the needs of the organisation.	Portfolio of Evidence
K5: Documentation and systems.	Portfolio of Evidence
K6: Essential cyber security compliance including phishing and scams.	Multiple-Choice test
K7: Function and operation of the stages within the solutions life cycle.	Portfolio of Evidence
K8: User requirements, needs and priorities.	Portfolio of Evidence
K9: Essential solution architecture and testing.	Portfolio of Evidence
K10: Emerging technologies: automation or AI in the sector and or occupation.	Portfolio of Evidence
K11: Identify types and sources of data.	Portfolio of Evidence
K12: Essentials of safely storing and retrieving data.	Multiple-Choice test
K13: Principles of data extraction, validations, formatting, collating and anonymising.	Portfolio of Evidence
K14: Fundamentals of data presentation.	Portfolio of Evidence

K15: Essentials of the software development cycle and how it connects with the user experience.	Portfolio of Evidence
K16: Software testing frameworks.	Portfolio of Evidence
K17: IT security vulnerabilities.	Multiple-Choice test
Technical Skills	Assessment Method
S1: Comply with health and safety and security requirements.	Multiple-Choice test
S2: Use of infrastructure, networks, software, packages or programmes.	Portfolio of Evidence
S3: Apply knowledge of solutions to resolve issues and support users knowing when and who to escalate to.	Portfolio of Evidence
S4: Test performance and usability.	Portfolio of Evidence
S5: Apply sustainability practices in their role.	Portfolio of Evidence
S6: Maintain documentation, systems and follow organisational process and procedures.	Portfolio of Evidence
S7: Use digital technologies to support daily work activities.	Portfolio of Evidence
S8: Safe and ethical use of emerging technologies.	Multiple-Choice test
S9: Format, present and save data.	Portfolio of Evidence
S10: Support to store, retrieve and communicate data.	Portfolio of Evidence
S11: Review data sets to ensure accuracy.	Portfolio of Evidence
S12: Write or source simple code for software requirements.	Portfolio of Evidence
S13: Test simple code.	Portfolio of Evidence

Employability Skills and Behaviours

Employability Skills and Behaviours
EB1: Communicate and share information using verbal, non-verbal, written and digital methods.
EB2: Act in a professional manner including good time keeping and conduct.
EB3: Apply new learning and feedback to everyday practice.
EB4: Complete own work tasks and ask for help when needed.
EB5: Work with colleagues to contribute to team outcomes.
EB6: Seek ways to manage own financial, health and wellbeing needs using available resources.
EB7: Overcome challenges and adapt to changes at work.
EB8: Work in line with health, safety and environmental requirements.

EB6 does not need to be confirmed by the employer but should form a key element of the apprentice's off-the-job training package.

Annex 1: Apprenticeship Details and Assessment Plan

The apprenticeship details and assessment plan can be accessed by following this link:

[Software and Data foundation apprenticeship / Skills England](#)

Level 2 Software and Data Foundation Apprenticeship

FA0005

Version 1.0

Route: Digital

Tier 1: 6 Digital Technology

Tier 2: 6.1 Digital technology (practitioners)

EQA Organisation: Ofqual

Annex 2: Additional Information

Results and Certifications

All final assessment component results are published on epaPRO within **ten working days** of the assessment taking place.

We will submit a certificate claim with the DfE within 15 working days after the final result has been uploaded to epaPRO. The DfE will send the certificate directly to the employer.

For replacement certificates a request must be emailed to epa@innovateawarding.org. Within two days of receiving the email, a replacement certificate will be requested from the DfE.

Re-sits

Apprentices who fail one or more assessment methods will be offered the opportunity to take a re-sit.

Apprentices should have a supportive action plan to prepare for the re-sit.

An apprentice who fails an assessment method, will be required to re-sit any failed assessment methods only.

Reasonable Adjustments, Special Considerations and Appeals

Information on reasonable adjustments, special considerations and the appeals process can be accessed by using this link:

<https://innovateawarding.org/end-point-assessment/apprentice-information>

Support Materials

All the support materials for this apprenticeship can be found on epaPRO.

Use of Artificial Intelligence (AI) and Referencing

Apprentice submissions as part of their portfolio of evidence must be produced by themselves. Correctly cited quotes can be used to enhance and support the document, but the document itself must be the apprentice's own work and not generated by AI. If you are using AI to amend your own words, then these are no longer your own words and this becomes plagiarism.

Innovate Awarding expects all forms of plagiarism to be treated very seriously by staff at centres, and centres should have in place their own plagiarism policy and process for handling suspected cases of plagiarism.

English and Maths Qualifications

Apprentices must follow the English and Maths formal qualification requirements as set out in the Department for Education Apprenticeship funding rules.

Annex 4: Version Record

Version Record

Innovate Awarding continuously review all support material to ensure its accuracy. All amendments will be recorded in the Version Record.

Version Number	Effective From	Reason for Change	Location

Please ensure that you use the current version.

All enquiries relating to the version change of the document should be directed to epa@innovateawarding.org



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