

Appendix C

Assessment Plan Checklist

Before submitting...?

- Have you read the Trailblazer Guide on [gov.uk](https://www.gov.uk)?
- Have you included a range of assessment methods?
 - Each method linked to specific knowledge, skills and behaviours
 - One of which is holistic
- Are the assessment methods appropriate to the occupation? i.e an assessment plan based mainly in theory tests is unlikely to be appropriate for someone who works directly with people
- Does it include grading and detail of how judgments will be made?
- Does it detail internal and external quality assurance arrangements?
- Does it include how the standard relates to professional body recognition?
- Does the assessment plan confirm that an apprentice is fully competent in the occupation?
- Is it affordable? Costing no more than 20% of the overall fundable cost of the apprenticeship
- Is it manageable and feasible by all size employers?
- Is it appropriate to the level and proportionate to the planned length of the apprenticeship?
- Is it independent? Assessment needs to be carried out by organisations who have not been involved in the on-programme training of the apprentice, unless it is an integrated end-point assessment.
- Does it outline the roles and responsibilities of the apprentice, employer, training provider, assessment organisation and assessor?

Can you answer yes to the following and provide evidence?

- Are you challenging the funding cap assigned?
 - Have you prepared and updated the costing proposal?
- Are you applying for grading exception?
- If the standard is for a regulated occupation, do you have a letter of support from the regulator?
- Have you included a word version of the assessment plan?
- Have you included a letter of support from the organisation that is providing external quality assurance?

REMEMBER TO CHECK THE [HOW TO GUIDE](#) FOR FULL DETAILS.