

Foundation Apprenticeship for

FA0005 Software and Data v1.0

Level 2

Working in Software and Data

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.

Entry requirements

The apprentice must normally be age 16 to 21 at the start of their apprenticeship. Exceptions to this are set out in the Department for Education Apprenticeship funding rules.

Assessment methods

A knowledge test, a question and answer session and a portfolio of evidence.

Gateway to completion

- Minimum duration met in line with the assessment plan
- Employability skills and behaviours must be confirmed by the employer

Set for assessment

This assessment plan does not prescribe when assessment takes place. Apprentices may be assessed at appropriate points (or milestones) throughout their Foundation Apprenticeship.

Assessment methods are:

Knowledge test

- 60-minute multiple-choice test consisting of 20 questions
- Assessing AO1 knowledge statements
- Marked by Highfield Assessment

Question and answer

- A 30-minute question and answer session
- A minimum of 2 questions asked
- Assessing AO1 skills statements
- Marked by Highfield Assessment

Portfolio of evidence

- Assessing AO2 and AO3 knowledge and skills statements
 - Evidence may include work-based observations, expert witness testimonials, written reports or evidence of ongoing professional development and reflective accounts (this list is not definitive)
 - Marked by Highfield Assessment or the provider
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Go further

On completion of the foundation apprenticeship, apprentices may wish to take another apprenticeship such as a data support analyst or a software development technician

Available support

- Delivery resources
- Tutor support resource
- Mock assessments
- Bespoke assessment solutions
- Assessment resources

Need to know more:

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