Professional Assessment Limited

Level 2

Retail Service, Supply and Administration Foundation Apprenticeship

FA0009 v1.0

Qualification Number: 610/7951/0



Qualification Purpose

Foundation apprenticeships are employed positions and are for younger people who will benefit from a wide range of experiences. The Level 2 Retail Service, Supply and Administration Foundation Apprenticeship provides a mix of employability skills and behaviours, technical knowledge, and skills, and associated English and maths. It combines valuable hands-on practice in the workplace with off-the-job learning. The broad purpose is to support the administration of retail businesses, help provide excellent customer service and ensure the efficient flow of goods and services between manufacturers and customers.

The apprentice's experiences will not only help them to grow their skills but will also help to inform their next career steps.

Course Duration

Typically, 8 Months

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.
- Foundation apprenticeships are for entry-level employment opportunities. The apprentice should be employed in a retail sector job role, for example, food, fashion, building and automotive and manufacturing.

Funding

£3,500

Why use Professional Assessment Ltd for Apprenticeship Assessment?

PAL provides a dedicated, high-quality apprenticeship assessment service. Our clients can be sure that our approved Centres, providers, employers, and apprentices will be fully supported throughout apprenticeship assessment delivery and awarding.

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Apprenticeship Assessment

The apprentice will be assessed to the apprenticeship standard using 2 methods:

Assessment Method 1

Knowledge Test

- The test will comprise of 35 Multiple Choice Questions (MCQs).
- The apprentice will have 55 minutes to complete the test.
- The test is closed book (the apprentice cannot refer to reference materials).
- The test is set and marked by PAL.
- Undertaken either off site using remote assessment where appropriate, or on the employer's premises.
- The apprentice must take the test in a suitably controlled environment, that is a quiet space, free from distractions and influence, in the presence of an invigilator.

Assessment Method 2

Practical Assessment

- The practical assessment consists of a portfolio of evidence produced by the apprentice.
- The portfolio must include observations of the apprentice which will allow valid and reliable assessment of naturally occurring practical skills in the workplace.
- The portfolio may also include tasks set by PAL which require the apprentice to generate written materials, for example, written accounts.
- All assessment criteria are required to be met to achieve a pass grade.

Employability

Skills and Behaviours

Employability skills and behaviours are highly transferable and support work-readiness. The statements are not formally assessed; however, assessment organisations must confirm with employers that they have been suitably demonstrated over the course of the Foundation Apprenticeship before certification.

Grading



Knowledge Test	Portfolio	Overall Grade
Pass	Pass	**Pass**
Pass	Fail	**Fail**
Fail	Pass	**Fail**
Fail	Fail	**Fail**

Professional Assessment Limited

...find out more

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