APPRENTICESHIP STANDARD

Software and Data Foundation Apprenticeship v1.0

NCFE

☆ **Level 2**   £ **£4,000**   🗓 **8 months**

1. What the role entails

Foundation apprenticeships are employed positions and are for younger people who will benefit from a wide range of experiences. The Software and Data (SD) 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 apprentice's experiences will not only help them to grow their skills but will also help to inform their next career steps.

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.

The main occupations mapped to this apprenticeship standard are Data Technician, Software Development Technician, IT Solutions Technician, Digital Support Technician, Cyber Security Technician and Information Communications Technician. Further information on these occupations can be found on the Skills England website.

2. On-programme assessments

An apprentice must spend a minimum of 8 months on-programme working towards the occupational standard, with a minimum of 187 hours off-the-job training as stated in the assessment plan. The apprentice must receive training to develop the occupational standard's knowledge and skills criteria. As a minimum:

- the apprentice must complete the Knowledge Test

- the ITP must complete a minimum of two Observations and a maximum of five Observations, directly observing the apprentice in the workplace

- the apprentice must have achieved English and maths qualifications in line with the apprenticeship funding rules, if required.

View the full Skills England Software and Data Foundation standard

3. Apprenticeship assessment

Apprentices may be assessed at appropriate points (or milestones) throughout their foundation apprenticeship. The assessment of the Level 2 SD apprenticeship consists of two assessment methods:

💡 Knowledge Test

The Knowledge Test is comprised of 24 multiple-choice questions. These questions include a mixture of knowledge recall and scenario-based questions that align to the selected knowledge requirements from the standard. The duration of the test is 50 minutes.

The Knowledge Test is graded fail or pass.

Observations

Throughout the duration of the apprenticeship, the apprentice must be observed by the ITP a minimum of two times and up to a maximum of five times. The Observations may be supported by questioning if knowledge and skills are not fully met.

4. Gateway to completion requirements

The apprentice **must** only enter the Gateway to completion once the ITP is content that the apprentice has completed all the on-programme elements, and the employer has confirmed that the apprentice has demonstrated the required Employability skills and behaviours (EBs).

5. Grade aggregation information

Knowledge Test	Observations	Final Grade
Pass	Pass	Pass
Pass	Fail	Fail
Fail	Pass	Fail
Fail	Fail	Fail

6. Completion and certification

Once NCFE verifies the apprentice has successfully completed all apprenticeship assessment methods and Gateway to completion requirements, they will activate certification (subject to quality assurance). Working with the apprenticeship certificate issuing authority, NCFE will ensure the apprentice receives their certificate.

7. What next?

Upon successful completion, the apprentice will be competent in the technical knowledge and skills, and employability skills and behaviours outlined in this standard. Someone who completes some or all of this content will be part-way through a journey to a more specialist occupation. The typical progression routes will likely include employment or progression onto a level 3 apprenticeship such as Level 3 Data Technician, Level 3 Software Development Technician, Level 3 IT Solutions Technician, Level 3 Digital Support Technician, Level 3 Cyber Security Technician and Level 3 Information Communications Technician.

Why NCFE?

We are an approved Assessment Organisation (AO) specialising in apprenticeship assessment across health, education, social care, business, active leisure and digital apprenticeship standards. NCFE offers flexible and reliable apprenticeship assessment solutions supported by sector expertise, guidance documents and proactive service and support.