Open Awards Level 2 Apprenticeship Assessment for ST1472 Administration Assistant

Route: Business and Administration

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Typical Duration
12 months

Maximum Funding
£4,000

National Level
Level 2

Entry Requirements
There are no additional Open Awards entry requirements for this Apprenticeship Assessment.

The apprentice must be registered on the ST1472 Administration Assistant apprenticeship and with Open Awards before formal assessment takes place.

Employers and providers must ensure apprentices have sufficient workplace opportunity to develop and demonstrate the knowledge and skills required by the Occupational Standard.

On-programme Stage
During the apprenticeship, the apprentice develops the knowledge, skills and behaviours required for the Administrative Assistant occupation through training and authentic workplace experience.

The apprentice should have opportunities to carry out a broad range of administrative activities, generate evidence for their Portfolio of Evidence and develop the knowledge and skills needed for the Structured Interview.

Role Profile
Administration Assistants work across public, private and third-sector organisations of all sizes. The role supports the efficient operation of an organisation through routine administrative activities carried out under supervision and within defined procedures.

Typical activities include using digital systems and software, handling and sharing information securely, maintaining records, organising administrative tasks, supporting colleagues and responding professionally to internal and external stakeholders.

Administration Assistants need to be flexible in responding to organisational priorities and changing needs and may have access to sensitive or confidential information.

Typical job titles include Admin Assistant, Administrative Officer, Administrative Clerk, Business Support, Clerical Assistant, Data Clerk, Office Assistant, Receptionist, Records Clerk and Secretary.

Mandatory Qualifications
English and mathematics must be completed in line with current apprenticeship funding rules.





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How Will the Apprentice Be Assessed?

This Apprenticeship Assessment has two assessment components:

1. Portfolio of evidence (Pass/ Fail)
2. Structured Interview (Distinction/ Pass/ Fail)

The Portfolio may be assessed by an approved provider or directly by Open Awards, depending on the selected delivery model.

The Portfolio must be completed before the Structured Interview.

The Structured Interview is assessed directly by Open Awards.

Both assessment components must be passed.

The Structured Interview determines whether the overall apprenticeship result is Pass or Distinction.

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Completion and Certification

Assessment can take place at appropriate points during the apprenticeship once the apprentice has developed the required knowledge and skills and is ready to demonstrate occupational competence.

Following completion of both assessment components, Open Awards undertakes a Gateway to Completion check. This is a post-assessment verification stage and confirms that:

- both assessment components have been successfully completed;
- employer verification of behaviours is complete;
- English and mathematics requirements have been met;
- required off-the-job training and minimum duration/compliance requirements have been met; and
- any required quality assurance or other completion checks are complete.

Once all requirements are confirmed, Open Awards confirms the final apprenticeship result and claims the apprenticeship certificate.

Progression

Successful completion confirms occupational competence as a Level 2 Administrative Assistant and can support progression to roles with greater responsibility in administration and business support.

It may also provide a foundation for further apprenticeships, qualifications or professional development in areas such as business administration, project support, customer service, HR, data, compliance and other specialist administrative functions.