



SPECIFICATION - LEVEL 2 Software and Data FA005 v1.0



Introduction

The Software and Data Foundation Apprenticeship develops the knowledge, skills and behaviours required to support software, digital and data-related activities within a range of technology environments.

Learners will develop practical skills in supporting software and data processes, using digital systems and technologies, applying safe and ethical working practices, and assisting with the development, maintenance and testing of software and data solutions.

The programme supports progression into digital, software and data-related roles including software support, data support, digital operations and wider technology pathways.

| Key Information | |
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| Name | Software and Data Foundation Apprenticeship FA0005 |
| Level | 2 |
| Duration | 8 months |
| Funding Band | £4000 |
| Prerequisites and Entry Requirements | Apprentices must follow the English and maths formal qualification requirements as set out in the Department for Education Apprenticeship funding rules. |
| Methods of Assessment | The assessment plan requires a knowledge test and a practical assessment. The knowledge test is typically delivered as a multiple-choice question (MCQ) assessment to assess underpinning knowledge. The practical assessment is intentionally flexible and may include observation, practical tasks, projects, presentations, simulated activities or portfolios of evidence. Assessment methods are designed to reflect real workplace activities and employer requirements while allowing learners to demonstrate occupational competence. |
| Grading | Learners are awarded an overall grade of Pass or Fail. Learners must achieve a pass in both the knowledge test and practical assessments to achieve the Foundation Apprenticeship. |
| Link to assessment plan | Software and data foundation apprenticeship / Skills England |

Apprenticeship Assessment Objective

The assessment approach confirms that learners have developed the occupational knowledge, skills and behaviours required to operate effectively within software and data environments.

Learners will demonstrate the ability to support software and data processes, use digital tools and technologies appropriately, follow organisational and safe working procedures, support users and stakeholders, identify and resolve technical issues, and work professionally within digital and technology environments.

The practical assessment approach is employer-informed and designed to reflect the technologies, systems, processes and working practices used within the learner’s workplace.

Programme Structure

Throughout the programme, learners will develop practical and theoretical understanding through a combination of workplace activity, off-the-job learning and applied assessment.

Training may include software fundamentals, data handling and management, digital systems, cyber security awareness, testing and troubleshooting, user support, digital communication, safe working practices, professional behaviours within technology environments, and the use of software and data tools.

Learners will be supported throughout the programme to prepare for assessment and progression within the digital sector.

Available Support

Assessment guidance, sample materials and learner support documentation will be made available to approved providers and employers to support consistency in delivery and learner preparation.

Assessment Outcomes

| Assessment Outcome | KSB mapping |
|--|--|
| AO1 Health, safety, security and ethical use - Demonstrates understanding of and compliance with organisational processes related to health, safety, security, and the ethical use of emerging technology. | K1*, K6, K12*, K17*, S1, S8* |
| AO2 Data processing and systems - Demonstrates technical knowledge and skills in sustainable practices and use of systems, including emerging technologies, ways of working and roles and responsibilities. | K2*, K4, K5*, K10*, K11*, K13*, K14*, S2*, S5, S6*, S7*, S9*, S10*, S11* |
| AO3 Software development and user need - Demonstrates technical knowledge and skills in software development, including supporting users and working with stakeholders. | K3, K7*, K8, K9*, K15*, K16*, S3*, S4*, S12*, S13* |

KSB

Technical knowledge

- K1: Health, safety and security including organisational policies and procedures.
- K2: Digital systems, infrastructure, networks, software packages and programmes.
- K3: Roles and responsibilities of stakeholders.
- K4: Own role and responsibilities and how they help to achieve the needs of the organisation.
- K5: Documentation and systems.
- K6: Essential cyber security compliance including phishing and scams.
- K7: Function and operation of the stages within the solutions life cycle.
- K8: User requirements, needs and priorities.
- K9: Essential solution architecture and testing.
- K10: Emerging technologies: automation or AI in the sector and or occupation.
- K11: Identify types and sources of data.
- K12: Essentials of safely storing and retrieving data.
- K13: Principles of data extraction, validations, formatting, collating and anonymising.
- K14: Fundamentals of data presentation.
- K15: Essentials of the software development cycle and how it connects with the user experience.
- K16: Software testing frameworks.
- K17: IT security vulnerabilities.

Technical skills

- S1: Comply with health and safety and security requirements.
- S2: Use of infrastructure, networks, software, packages or programmes.
- S3: Apply knowledge of solutions to resolve issues and support users knowing when and who to escalate to.
- S4: Test performance and usability.
- S5: Apply sustainability practices in their role.
- S6: Maintain documentation, systems and follow organisational process and procedures.
- S7: Use digital technologies to support daily work activities.
- S8: Safe and ethical use of emerging technologies.
- S9: Format, present and save data.
- S10: Support to store, retrieve and communicate data.
- S11: Review data sets to ensure accuracy.
- S12: Write or source simple code for software requirements.
- S13: Test simple code.

Employability skills and behaviours

EB1: Communicate and share information using verbal, non-verbal, written and digital methods.

EB2: Act in a professional manner including good time keeping and conduct.

EB3: Apply new learning and feedback to everyday practice.

EB4: Complete own work tasks and ask for help when needed.

EB5: Work with colleagues to contribute to team outcomes.

EB6: Seek ways to manage own financial, health and wellbeing needs using available resources.

EB7: Overcome challenges and adapt to changes at work.

EB8: Work in line with health, safety and environmental requirements.