

Apprenticeship Assessment Qualification Factsheet

Administration Assistant

Key Information

Qualification Title:	TQUK Level 2 Apprenticeship Assessment for ST1472 Administration Assistant
Qualification Number:	610/7778/1
Version Number:	TBC
Assessment Methods:	Mandatory assessment method: Portfolio and Interview Additional assessment method: Option A: Project or Option B: Presentation
Assessment Delivery:	TQUK Managed or TQUK Together (see Assessment Details)
Grading:	Fail/Pass/Distinction
LARS code:	TBC
Maximum funding:	£4,000
EQA provider:	Ofqual
Available for registrations from:	12 August 2026 (Training Providers may backdate learner registrations to 01 August 2026)

Qualification Purpose

This qualification prepares learners for administrative support roles across a range of sectors, developing the knowledge and skills required to support the efficient operation of organisations through routine administrative duties, data management, use of digital systems, collaborative working, and professional communication with colleagues and stakeholders.

Progression Opportunities

Successful learners can progress to higher-level qualifications and apprenticeships, or move into administrative and business support roles across a variety of sectors.

Entry Requirements

Learners must meet the national eligibility requirements for apprenticeship programmes. Learners must:

- be aged 25 or under at the point of starting the apprenticeship
- live in England
- not be in full-time education.

Gateway to Completion

To progress to completion, learners must have:

- met the English and maths requirements in line with the current [Department for Education Apprenticeship Funding Rules](#)
- demonstrated the required behaviours
- submitted the portfolio of evidence.

Assessment Requirements

Learners may be assessed at any appropriate point during their programme, and assessments may be taken in any order.

Assessment Details

TQUK developed these assessments with employers, training providers, and experts, based on sector feedback.

Assessments take place only when the employer, provider, and learner confirm readiness, including on-programme where appropriate.

Subject to centre approval, TQUK offers a 50% partnership model with centre assessors. This is supported by a comprehensive guidance package for induction, standardisation, and delivery.

Mandatory assessment method: Portfolio and Interview

- Interview: 30 minutes (+10%)
- Portfolio: 10-12 pieces of workplace evidence
- Assessed in the workplace or via video conferencing using Microsoft Teams

Additional assessment method (the centre selects one option):

Option A	Option B
Project • 1,500-2,000 word report • Completed and submitted within four weeks • Paper-based or computer-based marking.	Presentation • 15 minutes (+10%) • Can be followed by assessor questions • Can be delivered in person or computer-based.

Delivery Models

TQUK Managed	TQUK Together
TQUK delivers all of the components.	TQUK delivers the mandatory assessment method, and the centre delivers option A or B.

Assessor Requirements

Assessors of TQUK qualifications should be occupationally competent within the last three years, demonstrate relevant, up-to-date CPD, and hold or be working towards a relevant assessor's qualification where appropriate. Those working towards a qualification must have their assessment decisions countersigned.

Overall Grading

Portfolio and Interview	Option A: Project or Option B: Presentation	Overall Grade
A fail in any assessment component will result in a fail overall		
Pass	Pass	Pass
Pass	Distinction	
Distinction	Pass	
Distinction	Distinction	Distinction

Resits and Retakes

Learners may improve their grade through resits, resubmissions, or retakes. Resits and resubmissions require no additional learning and are typically completed within six weeks. Retakes follow structured retraining after a fail and are typically completed within 12 weeks. Fail learners may have up to three further attempts; pass learners have one further attempt to achieve distinction.

For all sections, please see the qualification specification for further details.

