**Self -Assessment Skills statement by the employer and apprentice**

**Solent University Level 6 BSc Digital & Technology Solutions Professional Integrated Degree** **Apprenticeship**

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| --- | --- |
| **Applicant Name** |  |

Completion of this document by apprenticeship applicants is required to enable Solent University to undertake an assessment of the applicant’s prior experience, knowledge and skills as required by the Education and Skills Funding Agency (ESFA) Apprenticeship Funding and Performance-Management rules. This form will be reviewed in conjunction with the details of the declared prior qualifications in the main application form. Where the application is successful, in accordance with ESFA requirements this document will be held as part of the Evidence Pack for the apprenticeship*.*

Please indicate how you self-assess your prior knowledge level in the context of a **Digital & Technology Solutions Integrated Degree** **Apprenticeship** in relation the statements below, making self-assessment judgements based upon the following descriptors:

|  |  |  |
| --- | --- | --- |
| Pathway | Network Engineer | ☐ |
| Pathway | Software Engineer | ☐ |
| Pathway | Data Analyst | ☐ |
| Pathway | Business Analyst | ☐ |

**Extensive prior knowledge** No training required

**Good prior knowledge** Little training required

**Some prior knowledge** A significant amount of training required

**No prior knowledge** Full training required

Please also indicate your preferred pathway if known from your job role

**Declaration**

|  |  |  |  |
| --- | --- | --- | --- |
| I declare that the below-mentioned information is a true and accurate record of my work history over the past 10 years and a true and accurate self-assessment of my prior knowledge and skills. | | | |
| Signature of the applicant |  | Date |  |

**Employer declaration and counter-signature**

*(Only required where the applicant is an existing employee of the employer that is offering the apprenticeship)*

|  |  |  |  |
| --- | --- | --- | --- |
| I confirm that to the best of my knowledge the below-mentioned information about the applicant is a true and accurate record and self-assessment. | | | |
| Signature of the employer representative |  | Date |  |
| Print name |  | | |

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| **SELF-ASSESSMENT OF PRIOR KNOWLEDGE** |

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **OCCUPATIONAL SKILLS** | | **Extensive prior knowledge** | **Good prior knowledge** | **Some prior knowledge** | **No prior knowledge** |
|  | **Information Systems**  Able to critically analyse a business domain in order to identify the role of information systems, highlight issues and identify opportunities for improvement through evaluating information systems in relation to their intended purpose and effectiveness. | ☐ | ☐ | ☐ | ☐ |
| **Systems Development** Analyses business and technical requirements to select and specify appropriate technology solutions. Designs, implements, tests, and debugs software to meet requirements using contemporary methods including agile development. Manages the development and assurance of software artefacts applying secure development practises to ensure system resilience. Configures and deploys solutions to end users. | ☐ | ☐ | ☐ | ☐ |
| **Data** Identifies organisational information requirements and can model data solutions using conceptual data modelling techniques. Is able to implement a database solution using an industry standard database management system (DBMS). Can perform database administration tasks and is cognisant of the key concepts of data quality and data security. Is able to manage data effectively and undertake data analysis. | ☐ | ☐ | ☐ | ☐ |
| **Cyber Security** Can undertake a security risk assessment for a simple IT system and propose resolution advice. Can identify, analyse and evaluate security threats and hazards to planned and installed information systems or services (e.g. Cloud services). | ☐ | ☐ | ☐ | ☐ |
| **Business Organisation**: Can apply organisational theory, change management, marketing, strategic practice, human resource management and IT service management to technology solutions development. Develops well- reasoned investment proposals and provides business insights. | ☐ | ☐ | ☐ | ☐ |
|  | **IT Project Management** Follows a systematic methodology for initiating, planning, executing, controlling, and closing technology solutions projects. Applies industry standard processes, methods, techniques and tools to execute projects. Is able to manage a project (typically less than six months, no inter-dependency with other projects and no strategic impact) including identifying and resolving deviations and the management of problems and escalation processes. | ☐ | ☐ | ☐ | ☐ |
|  | **Computer and Network Infrastructure** Can plan, design and manage computer networks with an overall focus on the services and capabilities that network infrastructure solutions enable in an organisational context. Identifies network security risks and their resolution | ☐ | ☐ | ☐ | ☐ |

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| --- | --- | --- | --- | --- | --- |
| **OCCUPATIONAL KNOWLEDGE:** | | **Extensive prior knowledge** | **Good prior knowledge** | **Some prior knowledge** | **No prior knowledge** |
|  | How business exploits technology solutions for competitive advantage. | ☐ | ☐ | ☐ | ☐ |
| The value of technology investments and how to formulate a business case for a new technology solution, including estimation of both costs and benefits. | ☐ | ☐ | ☐ | ☐ |
| Contemporary techniques for design, developing, testing, correcting, deploying and documenting software systems from specifications, using agreed standards and tools | ☐ | ☐ | ☐ | ☐ |
| How teams work effectively to produce technology solutions | ☐ | ☐ | ☐ | ☐ |
| The role of data management systems in managing organisational data and information | ☐ | ☐ | ☐ | ☐ |
|  | Common vulnerabilities in computer networks including unsecure coding and unprotected networks. | ☐ | ☐ | ☐ | ☐ |
|  | The various roles, functions and activities related to technology solutions within an organisation | ☐ | ☐ | ☐ | ☐ |
|  | How strategic decisions are made concerning acquiring technology solutions resources and capabilities including the ability to evaluate the different sourcing options. | ☐ | ☐ | ☐ | ☐ |
|  | How to deliver a technology solutions project accurately consistent with business needs. | ☐ | ☐ | ☐ | ☐ |
|  | The issues of quality, cost and time for projects, including contractual obligations and resource constraints | ☐ | ☐ | ☐ | ☐ |

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| --- | --- | --- | --- | --- | --- |
| **BEHAVIOURS:** | | **Extensive prior knowledge** | **Good prior knowledge** | **Some prior knowledge** | **No prior knowledge** |
|  | Fluent in written communications and able to articulate complex issues. | ☐ | ☐ | ☐ | ☐ |
| Makes concise, engaging and well-structured verbal presentations, arguments and explanations. | ☐ | ☐ | ☐ | ☐ |
| Able to deal with different, competing interests within and outside the organisation with excellent negotiation skills. | ☐ | ☐ | ☐ | ☐ |
| Is able to identify the preferences, motivations, strengths and limitations of other people and apply these insights to work more effectively with and to motivate others | ☐ | ☐ | ☐ | ☐ |
|  | Competent in active listening and in leading, influencing and persuading others. | ☐ | ☐ | ☐ | ☐ |
|  | Able to give and receive feedback constructively and incorporate it into his/her own development and life-long learning. | ☐ | ☐ | ☐ | ☐ |
|  | Applies analytical and critical thinking skills to Technology Solutions development and to systematically analyse and apply structured problem solving techniques to complex systems and situations. | ☐ | ☐ | ☐ | ☐ |
|  | Able to put forward, demonstrate value and gain commitment to a moderately complex technology-oriented solution, demonstrating understanding of business need, using open questions and summarising skills and basic negotiating skills. | ☐ | ☐ | ☐ | ☐ |
|  | Able to conduct effective research, using literature and other media, into IT and business related topics. | ☐ | ☐ | ☐ | ☐ |
|  | Have demonstrated that they have mastered basic business disciplines, ethics and courtesies, demonstrating timeliness and focus when faced with distractions and the ability to complete tasks to a deadline with high quality | ☐ | ☐ | ☐ | ☐ |
|  | Flexible attitude. | ☐ | ☐ | ☐ | ☐ |
|  | Ability to perform under pressure. | ☐ | ☐ | ☐ | ☐ |
|  | A thorough approach to work. Logical thinking and creative approach to problem solving. | ☐ | ☐ | ☐ | ☐ |