

PMI Apprenticeship Assessment Specification Level 4 Actuarial Technician (ST0004)

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1. Introduction

This Apprenticeship Assessment Specification sets out how PMI, as the approved Assessment Organisation, will deliver the apprenticeship assessment for the Level 4 Actuarial Technician standard (ST0004).

This specification must be read in conjunction with:

- The Skills England-approved Apprenticeship Standard and the attached Apprenticeship Assessment Plan (AAP) dated 03.02.26 (or latest version)
- PMI's assessment policies, procedures, and quality assurance framework
- The Department for Education funding rules and Ofqual/Skills England regulatory requirements

The assessment is designed to be proportionate, valid, and reliable. It ensures employers have confidence that the apprentice has achieved the required occupational competence and can apply their knowledge and skills in different workplace contexts.

2. Assessment Outcomes

All Assessment Outcomes (AOs) must be assessed. The AOs group and summarise the knowledge and skills that the apprentice must demonstrate:

Assessment Outcome	Description	Mapped KSBs
AO1	Data acquisition and preparation	K15, K16, S1
AO2	Actuarial analysis and modelling	K1, K2, K3, K17, S2, S7
AO3	Digital tools and systems management	K4, K6, K12, S8
AO4	Stakeholder communication and support	K11, K14, S3, S4, S5, S6, S9
AO5	Compliance and professional standards	K5, K7, K8, K9, K10

Assessment Outcome	Description	Mapped KSBs
A06	Documentation and audit trail management	K13, S10

Bold KSB statements are mandatory and will be assessed in every version of the assessment.

3. Assessment Requirements and Methods

PMI's apprenticeship assessment for this standard includes a mandatory Professional Discussion.

Additional assessment method(s) will be selected as needed to ensure full coverage of all Assessment Outcomes. Permitted additional methods include:

- Portfolio of evidence
- Question and answer
- Written Test / Case Study (includes case studies and knowledge test)
- Interview
- Observation
- Presentation

Portfolio of Evidence The apprentice must compile a portfolio of workplace evidence. This portfolio underpins the Professional Discussion. The Independent Assessor will review the portfolio to prepare for and inform questioning during the discussion. The portfolio itself is not separately graded but provides the evidence base for demonstrating competence. (PMI plans to use non-exam module work as the portfolio; case study elements may also be incorporated as required.)

Assessments can take place at any appropriate point during the apprenticeship (not restricted to the end). Training providers may mark certain elements where permitted by the AAP, subject to PMI's quality assurance and moderation.

4. Performance Descriptors

Grading will align with the Pass and Distinction descriptors in the AAP across the following performance categories:

- Applied Knowledge
- Applied Skills
- Regulatory and Procedural Awareness
- Communication and Collaboration

- Information Use and Decision Making
- Responsibility and Autonomy

Full descriptors are set out in the AAP (Appendix 2). PMI will provide additional guidance on assessment criteria to support learners, particularly for Distinction. An overall grade of Fail, Pass, or Distinction will be awarded.

5. Gateway to Completion

The apprentice must meet the gateway to completion requirements, including submission of the portfolio (where used) and confirmation of readiness from the employer and training provider.

6. Roles and Responsibilities

PMI (Assessment Organisation) is responsible for:

- Designing the assessment tools and marking guidance
- Appointing and quality assuring Independent Assessors
- Ensuring validity, reliability, and consistency of outcomes
- Internal moderation and external quality assurance compliance
- Issuing results

Independent Assessors must be occupationally competent, impartial, and trained in line with PMI's requirements (as per the Independent End-Point Assessor Agreement – note that this agreement may need updating to "Independent Assessor Agreement" in due course).

7. Quality Assurance

All assessments are subject to PMI's internal quality assurance processes, including standardisation and moderation. A sample may be subject to external quality assurance.

PMI maintains policies covering malpractice, maladministration, appeals, and reasonable adjustments.

8. Contact

For queries: [Insert EPA / Assessment team contact details] Pensions Management Institute, 6th Floor, 9 Appold Street, London EC2A 2AP

Appendices

- Appendix 1: Full Apprenticeship Assessment Plan (AAP) – attached
- Appendix 2: Performance Descriptors (full text)

- Appendix 3: Mapping of Assessment Methods to Outcomes (PMI internal)