A2A Qualifications

Turning Aspiration to Achievement

QUALIFICATION SPECIFICATION

Insurance Practitioner Level 3

ST0240 · Assessment plan version 2.0 · Ofqual 610/8445/1



2	2,500	60	Grading
assessment methods Report Professional discussion underpinned by a portfolio	**word report on one or two real cases**	**minute professional discussion, underpinned by your portfolio**	**Distinction, Pass or Fail**

Which version applies

This specification is for apprentices on **ST0240 assessment plan version 2.0** who started on or after 12 November 2026, until a new version is released. The version is set by the apprentice's start date, not by the current version. **The assessment plan takes precedence** over this specification and all A2A guidance materials, and apprentices and training providers should use it as their first port of call for guidance. Read it at https://skillsengland.education.gov.uk/apprenticeships/st0240

The assessment at a glance

1 Report

WHAT IT IS

A report on one or two real cases where the apprentice dealt with clients and made decisions

COVERS

At least half the statements for the apprentice's option, chosen by the apprentice

WHEN

When ready. **2,500 words** (2,250 to 2,750)

GRADE

Pass or Fail

2 Professional discussion

WHAT IT IS

A one to one conversation, underpinned by the portfolio of evidence

COVERS

Any statement, including those not in the report

WHEN

Portfolio due **14 calendar days** before. **60 minutes** (54 to 66)

GRADE

Distinction, Pass or Fail. Sets the overall grade

OVERVIEW

Your assessment journey

ST0240 • Assessment plan v2.0 • Starts from 12 November 2026

Four stages from building your evidence to completing your apprenticeship. Each card shows who is responsible.

1 Build your evidence

APPRENTICE

Build your portfolio and write a **2,500 word report** on one or two real cases. Complete one mapping document, with **at least half the statements** in your report.

2 Submit your evidence

TRAINING PROVIDER

Your report goes to A2A when it is ready. Your portfolio and mapping document reach A2A **at least 14 calendar days** before your discussion.

3 Your assessments

APPRENTICE AND A2A ASSESSOR

Your report is marked **Pass or Fail**. You take a **60 minute professional discussion**. Any order: we recommend the discussion last.

4 Results and completion

A2A, EMPLOYER AND PROVIDER

Results **within 7 working days** of each assessment. You need your **CII or CILA qualification**, your employer confirms your **behaviours**, then A2A requests your certificate.

Be ready for any statement

In your professional discussion, you may be asked about any statement, including those not covered in your report, so prepare examples for all of them.

Key information

Purpose	Confirms occupational competence as a Level 3 insurance practitioner
Qualification	A2A Qualifications Level 3 Apprenticeship Assessment for ST0240 Insurance Practitioner (610/8445/1)
Assessment plan	Version 2.0. https://skillsengland.education.gov.uk/apprenticeships/st0240
Grading	Fail, Pass or Distinction (report: Pass or Fail)
Delivery	Remote and online. Set and delivered by A2A Qualifications. Marked by A2A, or the report by an A2A approved training provider
Funding	£8,000
Behaviours	Confirmed by the employer. Not assessed or graded by A2A
Document	Document revision 2.0 Final, issued 22 November 2026