



Professional
Assessment Ltd

Level 3
Early Years
Educator

ST0135/AP04 March 2022

End-Point Assessment

Programme Duration:
Typically 18 months





The Independent End-Point Assessment

Once a successful gateway review has been completed, the training provider will notify Professional Assessment Ltd (PAL). We will then organise an assessment planning meeting with the employer and apprentice and will advise all parties of the requirements of this meeting. At the planning stage, we will agree timings and dates for all the required assessment components. The end-point assessment begins when PAL confirms that the apprentice has successfully passed through the gateway and has achieved:

- Early Years Educator qualification (Level 3).
- A First Aid qualification in line with the requirements of the EYFS Framework (Annex A).
- Level 2 in English and Maths, unless in the opinion of PAL exceptional circumstances apply.

A completed portfolio of evidence, which underpins the professional discussion, must also be submitted as part of the gateway.



Summary of the End-Point Assessment process

The apprentice will be assessed to the apprenticeship standard using two discrete assessment methods: method 1 – knowledge test; method 2 – professional discussion underpinned by a portfolio of evidence. The assessments are synoptic and take a view of the overall performance of the apprentice in their specific job role. The assessment activities can be completed in any order within the 3-month end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.



Knowledge Test

- The test will comprise of 35 multiple choice questions.
- Apprentices will have 60 minutes to complete the test.
- The test is closed book (apprentices cannot refer to reference books/materials).
- Set and marked by the end-point assessment organisation.
- Undertaken either off site using remote assessment where appropriate, or on the employer's premises.
- Apprentices must take the test in a suitably controlled environment that is a quiet space, free from distractions and influence, in the presence of an invigilator.
- The pass mark for the test is 23 out of 35. Of the 23 questions answered correctly, these must include all 5 questions relating to K15 (safeguarding).
- There is no distinction grade for the test.



Professional Discussion underpinned by a Portfolio of Evidence

- The underpinning portfolio of evidence is completed during the on-programme period of the apprenticeship and must be submitted to PAL at gateway.
- The portfolio must contain 'real' work evidence related and mapped to each of the knowledge, skills, and behaviours (KSBs) that will be assessed by the professional discussion.
- The portfolio must contain 10-12 pieces of evidence in total. The evidence should be qualitative as opposed to quantitative and each piece of evidence is likely to demonstrate more than one KSB.
- The portfolio must include at least two observations of practice (20 minutes in total duration) – video recorded where possible, work products produced by the apprentice and CPD training records/certificates.
- The evidence provided must be valid and attributable to the apprentice - the portfolio of evidence must contain a statement from the employer and apprentice confirming this.
- The independent assessor will review the portfolio of evidence and use it to identify areas for the professional discussion – it is not directly assessed.
- The professional discussion must last 90 minutes (+10% at the independent assessor's discretion).
- The portfolio of evidence must be present during the discussion and apprentices will be expected to draw on its contents.
- The professional discussion has pass and distinction grades.
- Webinar or video conferencing software can be used for the assessment.

Grading

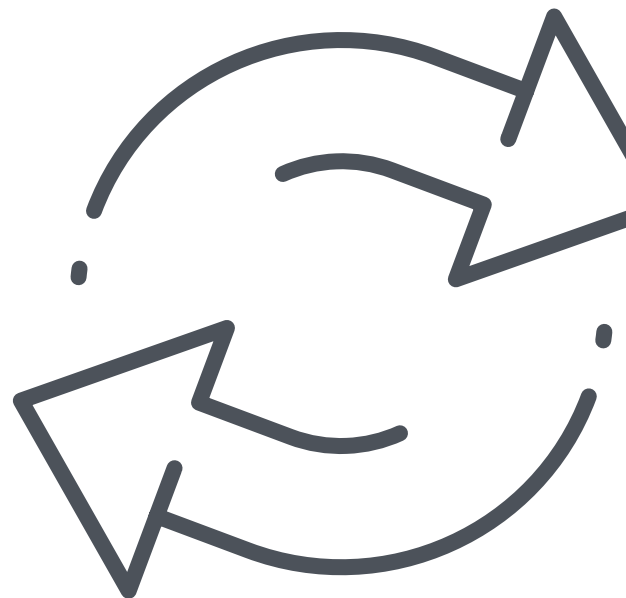
All end-point assessment methods must be passed for the EPA to be passed overall.

To achieve a pass, both methods must be passed.

To achieve a distinction, 10 of the distinction criteria must be achieved from the professional discussion assessment in addition to the pass criteria.

Grades from individual assessment methods should be combined in the following way to determine the grade of the end-point assessment as a whole:

Knowledge Test	Professional Discussion	Overall grading
Fail	Fail	Fail
Fail	Pass	Fail
Pass	Fail	Fail
Pass	Pass	Pass
Fail	Distinction	Fail
Pass	Distinction	Distinction



Resits and Retakes

An apprentice who fails an assessment method, and therefore the end-point assessment in the first instance, will be required to resit any failed assessment methods only.

Any assessment method resit or retake must be taken during the maximum end-point assessment period, otherwise the entire EPA must be taken again, unless, in the opinion of PAL, exceptional circumstances apply outside the control of the apprentice or their employer.

Where any assessment method has to be resat or retaken, the apprentice will be awarded a maximum end-point assessment grade of pass, unless PAL determines there are exceptional circumstances.

For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

For more information on resits, retakes and cancellations please contact: info@professionalassessment.co.uk



Independent End-Point Assessment Organisations

Professional Assessment is a registered end-point assessment organisation.

Professional Assessment is responsible for ensuring assessments are conducted fairly and that assessments are valid, reliable and consistent, in line with the relevant regulatory requirements for end-point assessment.

...find out more

Email: info@professionalassessment.co.uk

Call: **0800 160 1899**

Visit: professionalassessment.co.uk



Professional
Assessment Ltd