



Professional
Assessment Ltd

Level 5
Early Years Lead
Practitioner

ST0551/AP01 August 2021

End-Point Assessment

Programme Duration:
Typically 24 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 Level 2 in English and Maths.
- Completed a portfolio of evidence to underpin the professional discussion.
- The title and scope of the case study in preparation for agreement between the apprentice, their employer and PAL.

Summary of the End-Point Assessment process

The apprentice will be assessed to the apprenticeship standard using three discrete assessment methods:

- Assessment method 1 – Observation with questions.
- Assessment method 2 – Professional discussion underpinned by a portfolio of evidence.
- Assessment method 3 – Case study with report and presentation and questioning.

The assessments 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 5-month end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.





Observation with Questions

- The observation with questions involves an independent assessor observing and questioning an apprentice undertaking work, as part of their normal duties, in the workplace to allow them to demonstrate their knowledge, skills and behaviours through naturally occurring evidence.
- The apprentice must prepare a session plan prior to the observation to outline the 'what, who, why, when, how and where' of what is to be observed, including relevant risk assessment(s).
- The assessment will last for 90 minutes, split into 60 minutes for the observation and 30 minutes for the questioning (+10% at the independent assessor's discretion).
- The following activities must be observed:
 - The apprentice interacting with a group of children through an opportunity or experience for learning based on the session plan.
 - The apprentice leading/supervising colleagues during this session.
 - The apprentice communicating with parents/carers/guardians of the children under their supervision.
- The observation is graded fail, pass or distinction.



Professional Discussion underpinned by a Portfolio of Evidence

- The professional discussion enables the apprentice to make detailed and proactive contributions to confirm their competency and application of the knowledge, skills, and behaviours for this method of assessment.
- 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 should typically contain a total of 20 pieces of evidence. The evidence should be qualitative as opposed to quantitative and each piece of evidence is likely to demonstrate more than one KSB.
- 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 60 minutes (+10% at the independent assessor's discretion).
- Webinar or video conferencing software can be used for the assessment.
- The professional discussion is graded fail, pass or distinction.



Case Study with Report and Presentation and Questioning

This method of assessment has two components – the case study report, and the presentation with questioning.

- Before the apprentice begins to write up their case study, the title and scope (of no more than 500 words) must be agreed by PAL to ensure that it is suitable and sufficient to cover the required knowledge, skills, and behaviours for this method of assessment.
- The apprentice will conduct a series of observations of a child or group of children over a period of typically 6 weeks and produce the case study report.
- The case study will be 4,000 (+/- 10%) excluding references and annexes.
- The case study starts after the apprentice has gone through Gateway and the apprentice will have 12 weeks in which to write and submit to PAL.
- The apprentice will present their case study to the independent assessor to allow them to provide more clarity around the report, and the subsequent questioning allows the independent assessor to probe and clarify issues.
- The apprentice must prepare the presentation materials to be submitted at the same time as the case study, and these can be either a hard copy or an electronic slide deck.
- The presentation and questioning must last for 40 minutes, split into typically 20 minutes for the presentation (+10% at the independent assessor's discretion), and 20 minutes for the questioning.
- Webinar or video conferencing software can be used for the presentation and questioning part of the assessment.
- The case study with report and presentation and questioning is graded holistically as fail, pass or distinction.



Grading

Performance in the end-point assessment will determine the apprenticeship grade of fail, pass, merit, or distinction. PAL must combine the individual assessment method grades to determine the overall end-point assessment grade. All end-point assessment methods must be passed for the end-point assessment to be passed overall.

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

Observation with questions	Professional discussion	Case study with report, presentation, and questioning	Overall grading
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Distinction	Merit
Distinction	Pass	Distinction	Merit
Distinction	Distinction	Pass	Merit
Distinction	Distinction	Distinction	Distinction

Resits and Retakes

The timescales for a resit/retake are agreed between the employer and PAL. A resit is typically taken within 2 months of the end-point assessment outcome notification. The timescale for a retake is dependent on how much re-training is required and is typically taken within 4 months of the end-point assessment outcome notification. All assessment methods must be taken within a 6-month period, otherwise the entire end-point assessment will need to be resat/retaken.

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



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