



Professional
Assessment Ltd

Level 5
Coaching
Professional

ST0809

End-Point Assessment

Programme Duration:
Typically 14 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 English and Maths qualifications in line with the apprenticeship funding rules, unless in the opinion of PAL, exceptional circumstances apply.

A completed portfolio of evidence, which underpins the interview, must also be submitted as part of the Gateway evidence.

Summary of the End-Point Assessment process

The apprentice will be assessed to the apprenticeship standard using 3 discrete assessment methods:

1. Observation with questions and answers.
2. Interview supported by a portfolio of evidence.
3. Knowledge Test.

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.





Observation with Questions and Answers

- The observation will take 2 hours and 20 minutes (+10% at the independent assessor's discretion).
- The apprentice must be observed delivering coaching sessions with individuals receiving the coaching:
 - The apprentice will be observed carrying out 2 x 1 hour-long coaching sessions with different individuals receiving the coaching, followed by a 20 minute question and answer session.
- Video conferencing can be used to conduct the observation either by observing in-person coaching sessions or as a third participant on a video conference. PAL will have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided in any way.
- The independent assessor will ask the apprentice a minimum of 5 questions. Follow up questions are permitted where clarification is required.
- Activities not observed by the independent assessor during the observation can instead be covered by questioning after the observation, but these questions must be kept to a minimum and be asked within a time period not exceeding 20 minutes.
- This method of assessment has fail, pass and distinction grades.



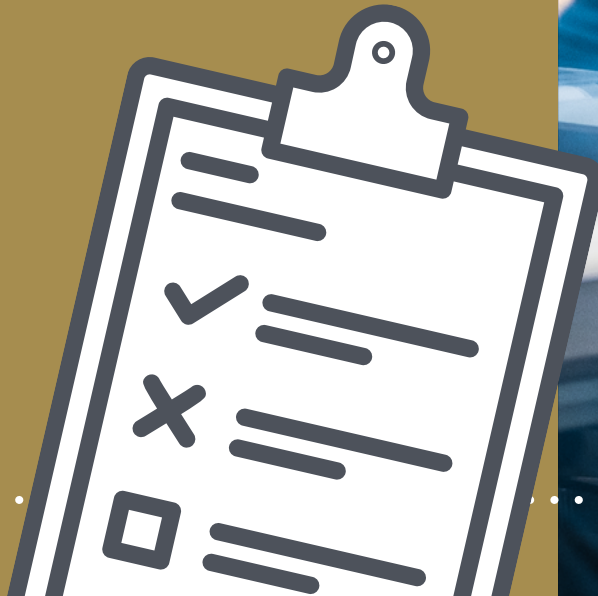
Interview supported by a Portfolio of Evidence

- The 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 be mapped to each of the knowledge, skills, and behaviours (KSBs) that will be assessed by the interview.
- The portfolio will typically contain a minimum of 10 and a maximum of 15 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 knowledge, skill and/or behaviour (KSB).
- The evidence provided must be valid and attributable to the apprentice - the portfolio must contain a statement from the employer and apprentice confirming this.
- The independent assessor will review the portfolio and use it to identify areas for the interview – it is not directly assessed.
- The interview must last for 60 minutes (+10% at the independent assessor's discretion).
- The independent assessor will ask the apprentice a minimum of 6 open questions. Follow up questions are permitted to draw out further evidence.
- The portfolio of evidence should be present during the interview and the apprentice will be expected to draw on its contents.
- Webinar or video conferencing software can be used for the assessment.
- This method of assessment has fail, pass and distinction grades.



Knowledge Test

- The test will comprise of 40 multiple choice questions.
- 10 of these questions will be based on 2 given scenarios.
- The pass mark for the test is 26 out of 40. To achieve a distinction, the apprentice must score a minimum of 35 out of 40.
- Apprentices will have a maximum of 90 minutes to complete the test.
- The test is closed book (apprentices cannot refer to reference books/materials).
- It is set and marked by the end-point assessment organisation.
- It can be undertaken either off site using remote assessment, 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.



Grading

Apprentices must achieve at least a pass in all the end-point assessment methods to get an overall pass.

In order to achieve an overall distinction grade, apprentices must achieve a distinction in all 3 assessment methods.

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 and Answers	Interview	Knowledge Test	Overall Grading
Fail	Fail	Fail	Fail
Pass	Fail	Fail	Fail
Fail	Pass	Fail	Fail
Fail	Fail	Pass	Fail
Pass	Pass	Fail	Fail
Fail	Pass	Pass	Fail
Pass	Fail	Pass	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Distinction	Pass	Pass
Pass	Distinction	Distinction	Pass
Distinction	Pass	Distinction	Pass
Distinction	Distinction	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 within 3 months of the fail notification, 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.

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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