



Hospitality Team Member Apprenticeship

End Point Assessment



Professional
Assessment Ltd

The Independent End Point Assessment

The end point assessment will commence once the employer, apprentice and training organisation have completed a gateway review and can confirm the apprentice is ready for assessment and the necessary Functional Skills have been achieved.

Once a successful gateway review has been completed, your training organisation will notify Professional Assessment. We will then organise an assessment planning meeting with the employer and apprentice. Professional Assessment will advise all parties of the requirements of this meeting. At the planning stages, we will together, agree timings and dates for all the required assessment components.

Summary of independent end point assessment process

The apprentice will be assessed to the apprenticeship standard using four complementary assessment methods. The assessments are synoptic and take a view of the overall performance of the apprentice in their specific job role. The Assessments that will be completed by the independent end point assessment organisation are as follows: (The first three activities can be completed in any order, but we recommend they are completed in the order suggested).





On demand test

- 90 minute on demand multiple choice test
- Covers the core and relevant specialist function
- Scenario based questions
- Externally set and marked
- Undertaken either on the employer's premises or off site.



Business project

- The apprentice will need to produce a project to look at an opportunity/ challenge/idea to make an improvement to the business, e.g. customer experience, reducing wastage
- The apprentice will plan, research and then present their completed business project to their employer and independent end assessor.



Practical observation

- 2 hour observation of the apprentice in the working environment
- Time may be split to cover preparation and service
- Shows apprentice covering a range of tasks in their specialist function.



Professional discussion

- 40 minute structured meeting
- Covering key areas of the standard
- Led by the independent end assessor, involving the apprentice and employer (e.g. line manager).



Completion

The end point assessment activities are graded. Successful grades are a pass or a distinction and the final grade is based on the apprentice's combined performance across all of the assessment activities. In order to pass the apprentice is required to pass each of the assessments. Should an apprentice fail one assessment activity this should be retaken as soon as the apprentice is ready and when practicable for the business. Should they fail two or more activities a period of further training and development lasting between one and three months must take place before a resit.

For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via: <https://findapprenticeshiptraining.sfa.bis.gov.uk/> and for more information on re-sits and cancellations please contact: info@professionalassessment.co.uk



Independent end point assessment organisations

Professional Assessment is registered on the ESFA register of end point assessment organisations. Professional Assessment is responsible for ensuring assessments are conducted fairly and that assessments are valid, reliable and consistent.

...find out more

Email: info@professionalassessment.co.uk

Call: **0800 160 1899**

Visit: professionalassessment.co.uk



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