



Event Assistant  
Apprenticeship  
End Point Assessment



Professional  
Assessment Ltd

# The Independent End Point Assessment

End point assessment will commence once the employer representative, 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, the 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 assessment planning meeting, timings and dates for the required assessments will be agreed.

## Summary of independent end point assessment process

The apprentice will be assessed to the apprenticeship standard using three complementary assessment methods. The assessment is synoptic, i.e. takes a view of the overall performance of the apprentice in their job. The assessment activities will be completed by the independent end point assessment organisation as follows:





## Project

This is a work based project or practical case study that contains activity completed in the job role, such as the apprentice supporting a real event or pitch. The Project will comprise 2,000 – 5,000 words and should demonstrate, how the apprentice has:

- Responded to commission and brief from a client
- Contributed to reports, event project plans and written presentations for clients
- Considered and planned event related logistics
- Liaised with event suppliers to combine and contribute to deliver an event
- Worked and collaborated with the on-site team at an event to ensure that the client's and all the delegates needs are met.



## Portfolio of evidence

The Portfolio will contain evidence produced by the apprentice through real work activity. This should be built up over the course of the programme and contain the following types of evidence:

- Performance review information
- Feedback from leaders/peers
- At least one documented project, or a number of smaller projects
- A learning journal/diary including regular updates.



## Professional discussion

- Structured interview lasting between 45 minutes and 1 hour
- Discussion with the apprentice, led by the independent end point assessor and actively supported by an employer representative
- Reviews the project, evaluates particular aspects of the portfolio and addresses any parts of the standard that haven't been covered elsewhere
- Explores the developmental journey of the apprentice.



# Completion

End point assessment activities are graded. Successful grades are pass, merit or 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 reassessment.

For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via:  
**[https://www.instituteforapprenticeships.org/media/1203/event\\_assistant.pdf](https://www.instituteforapprenticeships.org/media/1203/event_assistant.pdf)**  
and for more information on re-sits and cancellations please contact:  
**[info@professionalassessment.co.uk](mailto: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](mailto:info@professionalassessment.co.uk)

Call: **0800 160 1899**

Visit: [professionalassessment.co.uk](http://professionalassessment.co.uk)



Professional  
Assessment Ltd

Unit 20, Maisies Way, The Village  
South Normanton, Derbyshire DE55 2DS

© Professional Assessment Ltd 2018. Registered company number: 08925862  
Event Assistant End Point Assessment