



Team Leader
Apprenticeship
End Point Assessment



Professional
Assessment Ltd

The Independent End Point Assessment

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 first three assessment components can be completed in any order, but we recommend they are completed in the order suggested. The professional discussion will be the final assessment component.





Knowledge test

The knowledge requirements within the standard will be tested using a structured series of questions to assess the apprentice's knowledge to ensure all aspects are given coverage.

- Scenario-based questions
- Exam conditions apply
- Online or paper based test available
- Time limit applies (to include reading time)
- Number of questions may vary.



Structured competency based interview

The competency based interview assesses the ability to show applied learning across a range of the standard requirements:

- Structured interview led by the independent assessor
- The apprentice will evidence their knowledge against the standard and provide examples of job-related competency
- The apprentice will reflect on their behaviour within past experiences and/or their proposed behaviour in hypothetical situations.



Assessment of portfolio of evidence

The portfolio of evidence will be produced by the apprentice over the course of the programme and submitted to the independent assessor.

- Evidence must demonstrate the application of the knowledge, skills and behaviours within the standard
- May contain written statements, reports and performance reviews produced by the apprentice
- May contain observations and professional discussions recorded by the training organisation
- Evidence can be presented using online or paper portfolio
- The portfolio must be submitted prior to the competency based interview taking place.



Professional discussion

The professional discussion is based around development activities the apprentice has completed during their apprenticeship journey. This may include:

- Activity undertaken within the Level 3 diploma (if applicable)
- Assignments or projects produced for the portfolio of evidence
- Any formal or informal learning undertaken
- Professional discussions completed or support provided through professional bodies.

Completion

Each end point assessment activity is graded. Successful grades are pass, merit or distinction. 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



Professional
Assessment Ltd

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

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