



Hospitality Manager 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 three 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 two assessment components can be completed in any order. The business project proposal is commenced following the gateway meeting, in preparation for the planning meeting. The professional discussion will be the final assessment component.





Knowledge test

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

- 90 minute on demand multiple choice test
- Scenario based questions with 4 response options per question
- Online or paper based test available
- Externally set and marked by the assessment organisation
- Undertaken either on the employer's premises or off site.



Business project

Apprentices will undertake a comprehensive project during their 2 month end point assessment period which focusses on an opportunity, challenge or idea that will improve the business.

- Recommendations should be made to management based on initial research
- Project must demonstrate a wider understanding of the business and how improvements can be implemented
- Written project of 9000 words (+/- 10%)
- Basic structure/template will be provided by the assessment organisation.



Professional discussion

The professional discussion provides an opportunity for the apprentice to articulate examples of their competence in relation to the core and specialist standards. To prepare for the discussion the apprentice will collate feedback on their performance from their superior, a peer and direct report, emphasis will be made in relation to the apprentices ability to utilise and reflect on this feedback.

- 90 minutes discussion between the apprentice and independent assessor
- Planned in advance during the End Point Assessment process to allow preparation
- The assessment organisation will provide a feedback template to the apprentice.



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 resat 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 retake.

For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via: www.instituteforapprenticeships.org/apprenticeship-standards 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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