



Retail 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 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 in order by the independent end point assessment organisation as follows:





## On demand test

- 60 minute on demand multiple choice test
- Scenario based questions, usually taken on screen
- Externally set and marked automatically by the assessment organisation
- Undertaken either on the employer's premises or off site
- Requires the apprentice to demonstrate reasoning and joined-up thinking.



## Retail business project

- Based on an opportunity, problem, challenge or idea within the workplace
- Proposal developed while on programme and outlined at the initial planning meeting with the end-point assessor
- Project completed during the 12 week assessment window and presented to the end-point assessor
- Supplementary evidence provided to the end-point assessor 5 days prior to the presentation
- 30 minute presentation including question and answer session.



## Professional discussion

- 1 hour structured meeting
- Led by the independent end assessor, involving the apprentice and employer representative (e.g. line manager)
- Focusing on how the apprentice has performed during the apprenticeship and their overall achievement of the knowledge, skills and behaviours in the standard.



# Completion

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://www.instituteforapprenticeships.org/media/1184/retail\\_team\\_leader.pdf](https://www.instituteforapprenticeships.org/media/1184/retail_team_leader.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)



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