



Professional
Assessment Ltd

Level 3

Business Administrator

(STO070/AP02)

End Point Assessment





The Independent End-Point Assessment

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.

The end-point assessment begins when the EPAO confirms that the apprentice has successfully passed through the gateway and has achieved the appropriate functional skills, unless in the opinion of the EPAO exceptional circumstances apply.

Summary of the 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. All assessment if required can be administered via on-line options

The assessments that will be completed by the independent end-point assessment organisation are as follows: the knowledge test first, the remaining two assessment activities a portfolio based interview and project/improvement presentation can be undertaken in any order.





On-Demand Knowledge Test

- 60 minutes, (including reading time) on-demand test multiple choice test
- Covers a range of knowledge from across the standard
- Externally set and marked automatically by the assessment organisation
- Undertaken either on the employer's premises or off site
- The test must be passed before proceeding to the next stages of assessment.

The test predominantly focuses on non-organisation specific knowledge outlined in the apprenticeship standard such as regulations and laws, business fundamentals and project management principles.

The knowledge test has a 20% weighting.



Project and Presentation

- The assessment plan allows the apprentice during on-programme phase to determine the project title and terms of reference and the project can be worked on and developed on, from month nine of the programme
- The assessment plan notes the project can be based on either a project the apprentice has worked on (that is taken an active role and ideally led the project) or a process they have improved
- The project presentation will be a presentation delivered by the apprentice to the independent end-point assessor. The project will be an original project or a presentation on an improved existing process
- The presentation should last 10-15 minutes with a further 10-15 minute Q&A session
- Presentation will be recorded.

The project and presentation account for 40% of the weighting.



Portfolio-Based Interview

- Portfolio must contain as a minimum, eight pages of evidence, to cover the standards, this evidence can be a combination of product evidence, testimonies and peer reports; candidate reports; on-programme observations and professional discussions and recorded Q&As - there must be one observation/evaluation from the employer
- The portfolio should be submitted to the End-Point Assessment Organisation 1 month before the interview
- The portfolio-based interview will last for 30-45 minutes
- The interview will assess will assess the apprentice's competence, self-reflection, judgement and understanding of their entire apprenticeship.

The portfolio-based interview accounts for 40% of the overall weighting.

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 re-assessed 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:

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

and for more information on re-sits, re-takes and cancellations please contact: info@professionalassessment.co.uk



Grading

Each part of the EPA has a pass mark of 60%. A pass mark must be achieved in all assessments in order to pass the overall apprenticeship. A distinction can be awarded for higher levels of attainment.

Overall fail	59% or less
Overall pass	60-79%
Overall distinction	80%+



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**

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