



Professional  
Assessment Ltd

Level 3  
Team Leader/  
Supervisor

(ST0384/APO2)

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 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 activities 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).



## 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.





## 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
- Can be conducted face to face, via webinar, via telephone or in a written format
- 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.



## 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
- The line manager may be, but is not required to be, present during the discussion
- The discussion can be undertaken via webinar or video conferencing software if preferred.

# Completion

The end-point assessment activities are graded. Successful grades are a 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 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.instituteofapprenticeships.org/apprenticeship-standards/>

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



# Grading

The final assessment and grading will be undertaken by the Independent Assessor. Marks will be allocated across the areas being assessed, with a maximum possible mark of 100.

End Point Assessment Component	Weighting	Maximum Mark	Minimum Mark
Knowledge Test	30%	30	15
Structured Competency Based Interview	30%	30	15
Submission of Portfolio	20%	20	10
Professional Discussion	20%	20	10

Apprentices will need to achieve at least 50% within each component of the End Point Assessment to be able to pass the apprenticeship.

The marks, which already include the weighting for each component, will then be combined to give the final grading:

Grade	Total Mark
Distinction	70+
Merit	60+
Pass	50+
Fail	Less than 50

# 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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