



Professional  
Assessment Ltd

Level 2  
Bicycle Mechanic

(ST0622/AP01) August 2018

End-Point Assessment

Programme Duration:  
Typically 18 months





## The Independent End-Point Assessment

Once a successful gateway review has been completed, the training provider 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 Level 1 Functional Skills in English and Maths (or equivalent), unless in the opinion of the EPAO exceptional circumstances apply. A completed portfolio of evidence, which underpins the interview, must also be submitted as part of the gateway.



## Summary of the End-Point Assessment Process

The apprentice must be responsible for the building, repairing, and servicing of all kinds of bicycles.

The apprentice will be assessed to the apprenticeship standard using three complementary assessment methods: method 1 - a practical demonstration; method 2 – an interview underpinned by a portfolio of evidence; method 3 – a test. The assessments are synoptic and take a view of the overall performance of the apprentice in their specific job role. The assessment activities can be completed in any order within the 12 week end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.



## Interview, Underpinned by a Portfolio of Evidence

The interview focusses on the apprentice's knowledge, skills, and behaviours relating to hydraulics, suspension, electronic gears, use of information technology, ordering of parts, teamwork and receiving and providing feedback.

- The underpinning portfolio of evidence is completed during the on-programme period of the apprenticeship and must be submitted to the EPAO at gateway.
- The portfolio must contain a minimum of 2 pieces of evidence related and mapped to each of the knowledge, skills, and behaviours (KSBs) that will be assessed by the interview. The evidence should be qualitative as opposed to quantitative and each piece of evidence is likely to demonstrate more than one KSB.
- The portfolio could contain job cards/sheets, quotes and costings, purchase orders/order forms, photographic records showing strip down and re-build, screen shots, video clips (90 minutes maximum), handover records, product evidence, employer/customer feedback (a maximum of 1), complaint records.
- The portfolio cannot contain any methods of self-assessment or witness testimonies.
- The portfolio must contain a statement from the employer to confirm that it is valid and attributable to the apprentice.
- The end-point assessor will review the portfolio of evidence and use it to identify areas for the interview – it is not directly assessed.
- The interview must last 45 minutes (+10% at the EPA's discretion).
- The apprentice will be asked 10 open questions plus follow up questions to clarify evidence and probe further if required.
- The portfolio of evidence must be present during the discussion and the apprentice must refer to, and draw on, its contents.
- Webinar or video conferencing software can be used for the assessment.





## Practical Demonstration

The practical demonstration must be conducted in a realistic work environment and will comprise of three mandatory tasks:

1. Strip, repair and rebuild a bicycle. The time duration for this task is a maximum of 3 hours (+10% at the EPA's discretion). To achieve a distinction, the apprentice must complete the task within 2 hours. The bike must be an adult one with hydraulic brakes, gears, and a suspension unit (not an electronically assisted bicycle). The bike must require 3 repairs which the apprentice must identify and rectify. The EPA will ask the apprentice 10 questions during the task.
  2. Build new wheel. The time duration for this task is a maximum 2 hours (+10% at the EPA's discretion). To achieve a distinction, the apprentice must complete the task within 90 minutes. The wheel must be for an adult bicycle – a rear wheel of a simple design. The EPA will ask the apprentice 5 questions during the task.
  3. Dealing with customer. The time allowed for this task is 15 minutes and will be followed by 5 minutes for 2 questions from the EPA.
- All 3 tasks must be completed on the same day. There may be breaks during the demonstration to allow the apprentice to move from one location to another, and in line with working time regulations.
  - To achieve an overall distinction, the apprentice must achieve a distinction in the practical demonstration.



## Test

- The test will comprise of 30 multiple choice questions.
- The apprentice will have 60 minutes to complete the test.
- The test is closed book (the apprentice cannot refer to reference books/materials).
- Externally set and marked by the assessment organisation.
- Undertaken either on the employer's premises or off site using remote assessment where appropriate.
- The pass mark for the test is 20 and above out of 30.



# Completion

In order to pass, the apprentice is required to pass each of the assessments. Apprentices who fail one or more assessment methods will be offered the opportunity to take a resit or retake. A resit does not require further learning, whereas a retake does. Following a resit or retake the apprentice will be awarded a maximum grade of pass, unless the EPAO determines exceptional circumstances.

An individual assessment method resit or retake must be successfully achieved within 3 months of the original fail notification, otherwise the entire EPA must be taken again.

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 resits, retakes and cancellations please contact: [info@professionalassessment.co.uk](mailto:info@professionalassessment.co.uk)



## Grading

To achieve a pass overall, the apprentice must achieve a pass in all assessment methods by meeting all the pass descriptors.

To achieve a distinction overall, the apprentice must achieve a distinction in the practical demonstration assessment.

The grades from individual assessment methods will be combined in the following ways to determine the final grade:

<b>Practical Demonstration</b>	<b>Interview underpinned by Portfolio of Evidence</b>	<b>Test</b>	<b>Overall Grading</b>
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Distinction

# Independent End-Point Assessment Organisations

Professional Assessment is a registered end-point assessment organisation.

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**

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