Professional Assessment Ltd

Level 3
Business Administrator

(ST0070/AP03) July 2020

End-Point Assessment

Programme Duration:
Typically 12-18 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 2 Functional Skills in English and Maths (or equivalent), 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 assessments can be administered via on-line options.

The assessment activities that will be completed by the independent end-point assessment organisation are: a knowledge test, a portfolio based interview and a project/improvement presentation. The knowledge test will typically be taken first, with the other two assessments in either order within the four month end-point assessment period. All assessments are equally weighted in their contribution to the overall grade.

Knowledge Test

- 60 minute, 50 question on-demand test multiple choice test.

- Externally set and marked by the assessment organisation.

- Undertaken either on the employer's premises or off site using remote assessment where appropriate.

- The test must typically be passed before proceeding to the next stages of assessment.

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

Project Presentation

- The project is completed from month 9 of the apprenticeship whilst the apprentice is on-programme. The employer and training provider are responsible for supporting the apprentice with the selected project.

- The project must be completed before end-point assessment commences and ideally submitted to the EPAO at the gateway meeting.

- 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.

- Following submission of the project, and prior to the presentation, the end-point assessor will provide the apprentice with a question to answer in the presentation.

- The presentation will last between 15-30 minutes with the time divided equally between the presentation and the question and answer section.

- The presentation will be recorded. It is expected that the apprentice produces it using Microsoft Office PowerPoint or Prezi to demonstrate their IT skills.

- The presentation focuses on following knowledge, skills and behaviours: planning and organisation, project management, demonstrating quality standards, decision making and prioritising. Evidencing these skills in the presentation is coupled with effective communication in delivery.

Portfolio-Based Interview

- Portfolio must contain a minimum of 8-12 pages of evidence (or equivalent), to cover the standards. This evidence can be a combination of product evidence, testimonies, peer reports, apprentice reports, on-programme observations, 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 is not directly assessed, the content is used to plan the interview.

- The portfolio-based interview time is 30-45 minutes.

- The interview focuses on the purpose of the organisation and value of the apprentice's role, quality in producing records or documents, and professional behaviours including respect and personal qualities.

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. Any resits or retakes must be taken within the assessment timeframe, otherwise a full re-assessment of all components will need to take place. Resits and retakes cannot be used for the purpose of improving a pass grade.

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**

Grading

Successful grades are a pass or distinction and the final grade is based on the apprentice's combined performance across all of the assessment activities.

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

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

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**

Call: **0800 160 1899**

Visit: **professionalassessment.co.uk**

Professional Assessment Ltd