



Professional
Assessment Ltd

Level 5

Operations or Departmental Manager

ST0385/AP04 October 2020

End-Point Assessment

Programme Duration:
Typically 30 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 (PAL) 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 PAL confirms that the apprentice has successfully passed through the gateway and has achieved a Level 2 qualification in English and Maths, unless in the opinion of PAL exceptional circumstances apply.

A completed portfolio of evidence, which underpins the professional discussion, must also be submitted as part of the gateway.



Summary of the End-Point Assessment process

The apprentice will be assessed to the apprenticeship standard using two discrete assessment methods: a professional discussion underpinned by a portfolio of evidence, and a project proposal with presentation and questioning.

The assessment activities can be completed in any order within the five month end-point assessment period. Both assessment methods are equally weighted in their contribution to the overall grade.



Professional Discussion Underpinned by a Portfolio of Evidence

The professional discussion assesses the apprentice's occupational competence and allows them to demonstrate the application of skills and behaviours, as well as knowledge.

- The discussion is underpinned by a portfolio of evidence which is submitted to PAL at Gateway. The independent assessor will review the portfolio of evidence and use it to identify discussion areas – it is not directly assessed.
- The professional discussion assessment time is 60 minutes.
- Webinar or video conferencing software can be used for the assessment.



Project Proposal with Presentation and Questioning

This method of assessment has two components:

1. The project proposal.

2. The project presentation and questioning.

The project proposal involves the apprentice completing a significant, relevant and defined piece of work with real benefit to their business and it is undertaken after the Gateway.

- The apprentice will have 12 weeks in which to write and submit their proposal and presentation following approval of the scope and title by PAL.
- The project proposal has a word count of 4,000 words (+/- 10% at the independent assessor's discretion) including tables, graphs, figures, though excluding references and annexes.
- The project does not need to be fully implemented, however it must have been started and ensure the apprentice can evidence:
 - The use of project management tools to plan, organise and manage resources in order to deliver the required outcomes to plan their project.
 - Identification and mitigation of risks.
 - Utilising suitable systems to monitor progress of the project proposal.
- The apprentice will be required to present their project and answer questions following the presentation. The project presentation and questioning will take 60 minutes. The presentation will typically last for 20 minutes, and the questioning will typically last for 40 minutes.
- Webinar or video conferencing software can be used for the presentation and questioning assessment.





Completion

The end-point assessment activities are graded. 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. In order to pass, the apprentice is required to pass each of the methods of assessment.

An apprentice who fails an assessment method, and therefore the end-point assessment in the first instance, will be required to resit or retake any failed assessment methods only. If the apprentice fails the project proposal assessment method, they will be required to amend the project proposal and presentation in line with the independent assessor's feedback. The apprentice will be given 3 weeks to rework and submit the amended project proposal and presentation.

Where any assessment method has to be resat or retaken, the apprentice will be awarded a maximum grade of pass, unless PAL determines there are exceptional circumstances.

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

To achieve a pass overall, the apprentice must achieve all the pass criteria in all assessment methods.

To achieve a distinction overall, the apprentice must achieve all the pass criteria and all the distinction criteria in all assessment methods.

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



Professional Discussion (underpinned by portfolio of evidence)	Project proposal, presentation and questions	Overall grading
Fail	Fail	Fail
Fail	Pass	Fail
Pass	Fail	Fail
Fail	Distinction	Fail
Distinction	Fail	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	Pass
Distinction	Distinction	Distinction

Independent End-Point Assessment Organisations

Professional Assessment is a 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**

Visit: professionalassessment.co.uk



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