



Professional  
Assessment Ltd

Level 3

# Event Assistant

(ST0168/01) January 2017

## End-Point Assessment

Programme Duration:  
Typically 18 months



## 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.

The assessment activities are weighted as follows:

**Project 50%**

**Portfolio 25%**

**Professional Discussion 25%**

The EPAO will assess the portfolio and project, before undertaking the professional discussion.





## Portfolio of Evidence

The Portfolio will contain evidence produced by the apprentice through real work activity. This should be built up over the course of the programme and contain the following types of evidence:

- Must include a minimum of 6 and a maximum of 12 pieces of performance review information and feedback from line managers and peers.
- At least one documented project, or a number of smaller projects
- A learning journal/diary including regular updates.



## Project

This is a work based project or practical case study, completed within the 3 month end-point assessment window, that contains activity completed in the job role, such as the apprentice supporting a real event or pitch. The Project will comprise 2,000 –5,000 words and should demonstrate how the apprentice has:

- Responded to commission and brief from a client
- Contributed to reports, event project plans and written presentations for clients
- Considered and planned event related logistics
- Liaised with event suppliers to combine and contribute to deliver an event
- Worked and collaborated with the on-site team at an event to ensure that the client's and all the needs of all delegates are met.



## Professional Discussion

- A structured discussion between the apprentice and their independent end-point assessor, lasting up to 60 minutes
- Reviews the project, evaluates particular aspects of the portfolio and addresses any parts of the standard that haven't been covered elsewhere
- Explores the developmental journey of the apprentice
- The line manager or an employer representative is required to be present during the discussion
- The line manager or employer representative may actively ask questions, providing that they are submitted to, and approved by, the assessor/ EPAO prior to the discussion.



## Completion

The end-point assessment activities are graded. Successful grades are a pass, merit 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](mailto:info@professionalassessment.co.uk)**



## Grading

An apprentice achieving a 'Pass' grade is expected to be fully competent in all areas of the standard. The Merit and Distinction grades are designed to recognise the small proportion of apprentices who are seen as outstanding employees, regularly going beyond what is required to be competent in the role and seen as having greatest potential for the future. Annex 2 of the assessment plan specifies what is required to achieve the different grades.



# 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, in line with the relevant regulatory requirements for end-point assessment.

...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)

