



Professional
Assessment Ltd

Level 4
Hospitality
Manager

(ST0229/AP01) December 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 first two 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

- 90 minute on demand multiple choice test
- 35 Scenario based questions with 4 response options per question
- 25 questions will relate to the core within the standard and 10 to the relevant specialism
- The apprentice must pass both sections to achieve a pass overall
- 70% must be achieved to gain a pass; 85% must be achieved to gain a distinction
- Undertaken either on the employer's premises or off site under exam conditions.



Business project

- Apprentices will undertake a comprehensive project during their 2 month end point assessment period, focussing on an opportunity, challenge or idea that will improve the business.
- 2 page synopsis of the project must be submitted to the End-point Assessor at the initial planning meeting
- Project must demonstrate a wider understanding of the business and how improvements can be implemented
- Recommendations will be made to management based on initial research
- Written project report of 9000 words (+/- 10%) must be submitted a minimum of 7 working days before the professional discussion.



Professional Discussion

The professional discussion provides an opportunity for the apprentice to articulate examples of their competence in relation to the core and specialist standards. To prepare for the discussion the apprentice will collate feedback on their performance from their superior, a peer and direct report. The apprentice will be judged on their ability to utilise and reflect on this feedback.

- 90 minutes discussion between the apprentice and independent assessor
- The discussion will be led by the independent assessor and the agenda will be communicated in advance
- The line manager may be, but is not required to be, present during the discussion.



Completion

The end-point assessment activities are graded. Successful grades are a pass 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



Grading

An apprentice cannot achieve a pass, without passing every element and to achieve a distinction, the apprentice must gain a distinction in the business project, achieving points of 6 or above based on the scoring table below:

Component	Grade	Score	Grade	Score
On-demand Test	Pass	1	Distinction	2
Business Project	Pass	1	Distinction	3
Professional Discussion	Pass	1	Distinction	2
Overall Score	Overall Grade			
3 – 5	Pass			
6+	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, in line with the relevant regulatory requirements for end-point assessment.

...find out more

Email: info@professionalassessment.co.uk

Call: **0800 160 1899**

Visit: professionalassessment.co.uk

