



Professional  
Assessment Ltd

Level 4

# Retail Manager

(ST0325/AP02) February 2019

## End-Point Assessment

Programme Duration:  
Typically 12 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 assessments that will be completed by the independent end-point assessment organisation in the following sequence, in line with the assessment plan requirements.





## On-Demand Test

- 2 hour written exam with a combination of short and extended answer questions, some incorporating scenarios
- Marked by another assessor (i.e. a different assessor) from the independent end-point assessor who assesses the project/presentation and professional discussion.
- Undertaken either on the employer's premises or off site.



## Retail Business Project and Presentation

- The apprentice will need to provide a one-page synopsis of their project to the assessor one month before the end-point assessment process can begin
- Project requires the apprentice to look at an immediate opportunity, problem, challenge or idea within their retail environment
- The assessment plan does not specify a word count and allows for some flexibility in respect of how the project is formatted and is presented, as a guide Professional Assessment would expect a word count of 5,000 words (+/- 5%)
- 30 minute presentation to the independent end-point assessor, questions can be asked post assessment. The apprentice's line manager can be present, but only as an observer.



## Professional Discussion

- Planned in advance to allow the apprentice to prepare fully
- A 60-minute structured discussion between the apprentice and the independent end-point assessor, designed to cover the period of learning, development and continuous assessment and personal development and reflection and it is a vehicle for clarifying or covering assessment gaps not covered by the project
- The professional discussion will recognise where the apprentice has already shown / demonstrated competence and not re-assess these areas
- Professional discussions will be recorded and can be face to face or undertaken remotely via video conferencing.



## 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](mailto: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 retail business project and one other assessment activity.

On-demand Test	Retail Business Project and Presentation	Professional Discussion	Overall Grade
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Distinction	Pass	Distinction	Pass
Pass	Distinction	Distinction	Distinction
Distinction	Distinction	Pass	Distinction
Distinction	Distinction	Distinction	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](mailto:info@professionalassessment.co.uk)

Call: **0800 160 1899**

Visit: [professionalassessment.co.uk](http://professionalassessment.co.uk)

