



Professional
Assessment Ltd

Level 3
Retail Team
Leader

(ST0326/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 assessment activities will be administered in order by the assessment organisation as follows.





On-Demand Test

- 60 minutes on-demand, multiple choice test
- Scenario-based questions, usually completed on-screen
- Available grades for the test are pass or fail
- Externally set and marked automatically by the assessment organisation
- Undertaken either on the employer's premises or off site under controlled conditions.
- Test will cover all knowledge areas of the standard.



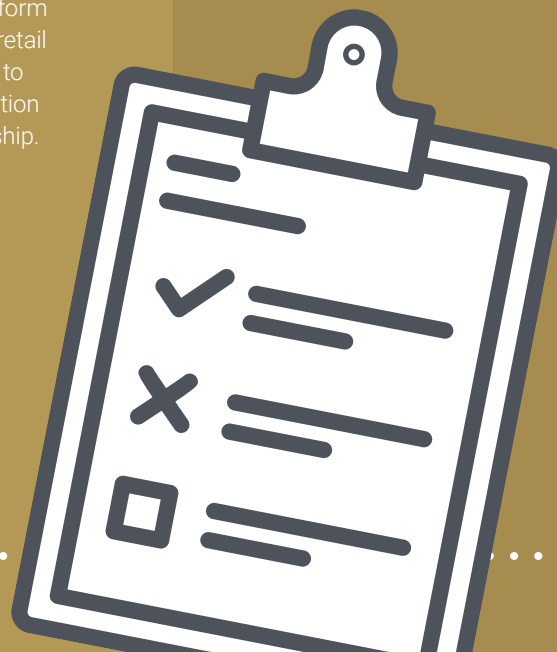
Retail Business Project

- Based on an opportunity, problem, challenge or idea within the workplace
- Proposal developed during the on-programme phase of the apprenticeship and outlined at the initial planning meeting with the end-point assessor
- Project completed during the 12 week assessment window and presented to the end-point assessor
- Supplementary evidence provided to the end-point assessor 5 days prior to the presentation
- 30 minute presentation including question and answer session
- The apprentice must perform to distinction level in the retail business project in order to achieve an overall distinction grade for the apprenticeship.



Professional Discussion

- A structured, 60 minute discussion between the apprentice and their independent end-point assessor
- Focusing on how the apprentice has demonstrated their performance during the apprenticeship and their overall achievement of the knowledge, skills and behaviours detailed in the standard
- The discussion will be led by the independent assessor and the agenda will be communicated in advance
- The line manager is 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

The apprenticeship includes pass and distinction grades. In order to achieve a distinction overall, the apprentice must perform to distinction level in the retail business project. The following approach will be followed to calculate the overall grade:

On-Demand Test	Retail Business Project	Professional Discussion	Overall Grade
Successfully achieved (non-graded element)	Pass	Pass	Pass
	Pass	Distinction	Pass
	Distinction	Pass	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

Call: **0800 160 1899**

Visit: professionalassessment.co.uk

