



Professional  
Assessment Ltd

Level 3  
Chef de Partie

ST0227/AP05 June 2022

End-Point Assessment

Programme Duration:  
Typically 18 months





## The Independent End-Point Assessment

Once a successful gateway review has been completed, the training provider will notify Professional Assessment Ltd (PAL). We will then organise an assessment planning meeting with the employer and apprentice and will advise all parties of the requirements of this meeting. At the planning stage, 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 Level 2 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 three discrete assessment methods: method 1 – observation with questions; method 2 – professional discussion underpinned by a portfolio of evidence; method 3 – knowledge test. The assessments are synoptic and take a view of the overall performance of the apprentice in their specific job role. The assessment activities can be completed in any order within the 4 month end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.





## Observation with Questions

- Apprentices will be observed undertaking work as part of their normal duties in the workplace.
- Apprentices will be asked a minimum of 8 questions in relation to knowledge and/or skills and behaviours where an opportunity to observe them has not occurred, or to seek clarification and further test coverage of the mapped KSBs to make assessment decisions. Questions will be asked during the practical assessment.
- The practical assessment with questioning must take 3.5 hours (+10% at the discretion of the independent assessor).
- Apprentices must be provided with information on the format of the observation with questions, including the timescales they will be working to, before the start of the assessment.
- The following activities must be observed:
  - Safe and hygienic practises in the selection, preparation, cooking, presentation and storage of food.
  - Communication techniques in the supervision of the production of quality food products to the specifications required and on time.
  - Advanced food preparation and cooking techniques or a variety of basic methods combined in a complex manner.
  - Applying standard procedures to maximise yield and minimise food waste when producing dishes.



## Professional Discussion underpinned by a Portfolio of Evidence

- The underpinning portfolio of evidence is completed during the on-programme period of the apprenticeship and must be submitted to PAL at gateway.
- The portfolio must contain evidence related and mapped to each of the knowledge, skills, and behaviours (KSBs) that will be assessed by the professional discussion. The evidence should be qualitative as opposed to quantitative and each piece of evidence is likely to demonstrate more than one KSB.
- The portfolio could contain workplace documentation/records, e.g. policies/procedures, records; a log of complex preparation, cooking and finishing techniques or a variety of basic methods combined in a complex manner (preferably video evidence); witness statements; annotated photographs; video clips (maximum total duration 10 minutes and the apprentice must be in view and identifiable).
- The portfolio should not include reflective accounts or any methods of self-assessment.
- The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this.
- The independent assessor will review the portfolio of evidence and use it to identify areas for the professional discussion – it is not directly assessed.
- The professional discussion must last 90 minutes (+10% at the independent assessor's discretion). Apprentices will be asked a minimum of 12 open questions.
- The portfolio of evidence must be present during the discussion and apprentices will be expected to draw on its contents.
- Webinar or video conferencing software can be used for the professional discussion.



## Knowledge Test

- The test will comprise of 50 multiple choice questions.
- Apprentices will have 75 minutes to complete the test.
- The test is closed book (apprentices cannot refer to reference books/materials).
- Set and marked by the end-point assessment organisation.
- Undertaken either off site using remote assessment where appropriate, or on the employer's premises.
- Apprentices must take the test in a suitably controlled environment that is a quiet space, free from distractions and influence, in the presence of an invigilator.
- The pass mark for the test is 30-39 out of 50.
- The distinction mark for the test is 40 and above out of 50.



# Grading

Apprentices who fail one or more assessment method will be awarded an overall end-point assessment grade of 'fail'.

In order to gain an overall end-point assessment 'pass' grade, apprentices must achieve a pass in all of the assessment methods.

In order to achieve an overall end-point assessment 'distinction' grade, apprentices must achieve distinction in at least two assessment methods.

Grades from individual assessment methods should be combined in the following way to determine the grade of the end-point assessment as a whole:

Observation with Questions	Professional Discussion	Knowledge Test	Overall grading
Fail	Any grade	Any grade	<b>Fail</b>
Any grade	Fail	Any grade	<b>Fail</b>
Any grade	Any grade	Fail	<b>Fail</b>
Pass	Pass	Pass	<b>Pass</b>
Distinction	Pass	Pass	<b>Pass</b>
Pass	Distinction	Pass	<b>Pass</b>
Pass	Pass	Distinction	<b>Pass</b>
Pass	Distinction	Distinction	<b>Distinction</b>
Distinction	Distinction	Pass	<b>Distinction</b>
Distinction	Pass	Distinction	<b>Distinction</b>
Distinction	Distinction	Distinction	<b>Distinction</b>

# Resits and Retakes

In order to pass, the apprentice is required to pass each of the assessments. Apprentices who fail one or more assessment methods will be offered the opportunity to take a resit or retake. A resit does not require further learning, whereas a retake does.

The timescales for a resit or a retake is agreed between the employer and PAL. A resit is typically taken within 2 months of the end-point assessment outcome notification. The timescale for a retake is dependent on how much re-training is required and is typically taken within 4 months of the end-point assessment outcome notification.

All assessment methods must be taken within a 6-month period, otherwise the entire end-point assessment will need to be retaken.

Resits and retakes are not offered to apprentices wishing to move from pass to a higher grade.

Where any assessment method has to be resat or retaken, the apprentice will be awarded a maximum end-point assessment 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/>

For more information on resits, retakes and cancellations please contact:

[info@professionalassessment.co.uk](mailto:info@professionalassessment.co.uk)



# 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)



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