



Professional  
Assessment Ltd

Level 2  
Early Years  
Practitioner

ST0888/AP01 March 2020

End-Point Assessment

Programme Duration:  
Typically 12 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 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 the Early Years Practitioner qualification (Level 2). The apprentice must have achieved Level 1 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 two discrete assessment methods: method 1 – professional discussion underpinned by a portfolio of evidence; method 2 – 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 3-month end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.





## Knowledge Test

- The test will comprise of 40 multiple choice questions.
- Apprentices will have 60 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 26 out of 40. For a distinction, the minimum mark is 32 out of 40.
- For both pass and distinction grades the questions answered correctly must include 3 questions out of 5 relating to K5 (legal requirements on safeguarding, security, confidentiality of information and promoting the welfare of children) and 3 questions out of 5 relating to K8 (legal requirements and guidance for health and safety and security).



## 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 'real' work 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 must contain typically 10 and a maximum of 12 pieces of evidence in total.
- The portfolio must include at least two observations of practice (each of a 60-minute minimum duration) – written accounts (or video recorded where there are no safeguarding concerns) and carried out within the last 3 months of learning.
- The portfolio should also contain naturally generated work products, photographic evidence, progress reviews, witness testimonies and feedback from colleagues and parents.
- 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).

- The portfolio of evidence must be present during the discussion and apprentices will be expected to draw on its contents.
- The professional discussion has pass and distinction grades.
- Webinar or video conferencing software can be used for the assessment.



## Grading

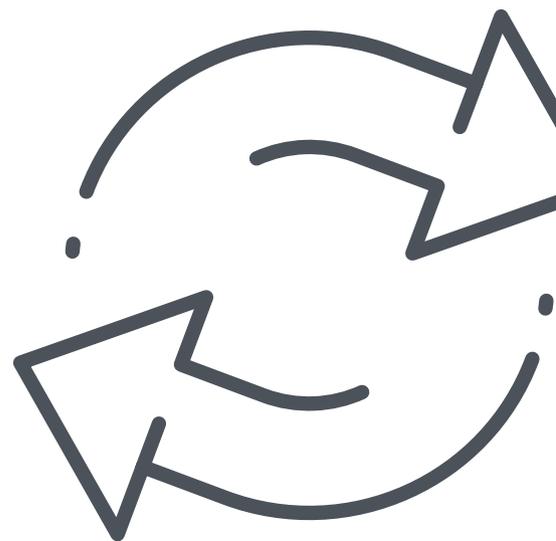
All end-point assessment methods must be passed for the EPA to be passed overall.

To achieve a pass, both methods must be passed.

To achieve a distinction, the apprentice must achieve a distinction in both the knowledge test and the professional discussion.

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

Professional Discussion	Knowledge Test	Overall grading
Fail	Fail	<b>Fail</b>
Fail	Pass	<b>Fail</b>
Fail	Distinction	<b>Fail</b>
Pass	Fail	<b>Fail</b>
Pass	Pass	<b>Pass</b>
Pass	Distinction	<b>Pass</b>
Distinction	Fail	<b>Fail</b>
Distinction	Pass	<b>Pass</b>
Distinction	Distinction	<b>Distinction</b>



## Resits and Retakes

An apprentice who fails an assessment method, and therefore the end-point assessment in the first instance, will be required to resit any failed assessment methods only.

The timescales for a resit/retake are agreed between the employer and PAL. A resit is typically taken within 3 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 3 months of the end-point assessment outcome notification.

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

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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