



Professional
Assessment Ltd

Level 3
Funeral Director

ST0584/AP01 February 2019

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 Level 2 in English and Maths, unless in the opinion of PAL exceptional circumstances apply.



Summary of the End-Point Assessment process

Apprentices will be assessed to the apprenticeship standard using three discrete assessment methods:

1. Knowledge test.
2. Simulated scenario.
3. Professional discussion.

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 30 multiple choice questions.
- The pass mark for the test is 18-24 out of 30. For a distinction it is 25-30 marks out of 30.
- Apprentices will have a maximum of 55 minutes to complete the test.
- The test is closed book (apprentices cannot refer to reference books/materials).
- It is set and marked by the end-point assessment organisation.
- It can be 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.



Simulated Scenario

- Apprentice will be required to demonstrate skills, competence, and behaviour in their job role. Due to the highly sensitive nature of the business, this assessment method will be via a simulated scenario.
- The independent assessor will select two scenarios from a bank created by PAL.
- Apprentices will have 20 minutes per scenario to plan out their verbal response followed by 5 minutes to present their response to the independent assessor.
- The independent assessor will have 5 minutes at the end of each response to ask a minimum of 3 follow up questions.
- The scenarios will test behavioural, analytical, and decision-making skills for the areas of team leadership, customer engagement and business development.
- The simulated scenario has fail, pass and distinction grades.





Professional Discussion

- The professional discussion must last for 75 minutes (+10% at the independent assessor's discretion).
- The independent assessor will ask the apprentice a minimum of 10 competency based questions.
- The professional discussion has fail, 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 overall, all methods must be passed.

To achieve a distinction overall, the apprentice must achieve a distinction in all three methods of assessment.

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

Knowledge Test	Simulated Scenario	Professional Discussion	Overall grading
Fail	Any	Any	Fail
Any	Fail	Any	Fail
Any	Any	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Distinction	Pass
Distinction	Distinction	Pass	Pass
Distinction	Pass	Distinction	Pass
Distinction	Distinction	Distinction	Distinction

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.

Any assessment method resit/retake must be taken during the maximum end-point assessment period; otherwise, the entire EPA must be retaken, unless in the opinion of PAL exceptional circumstances apply outside the control of the apprentice or their employer.

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.

<https://www.instituteforapprenticeships.org/apprenticeship-standards/>

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

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

Call: **0800 160 1899**

Visit: professionalassessment.co.uk



Professional
Assessment Ltd