

Level 3
HR Support

ST0239/AP01 July 2019

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 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

The apprentice will be assessed to the apprenticeship standard using two assessment methods:

1. Consultative project.
2. 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 4-month end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.





Consultative Project

- The project can only be started once the apprentice has passed through Gateway and will take a maximum of 3 months to complete and submit. The project scope must be signed off by the independent assessor at the start of the end-point assessment.
- It can be based on a situation where the apprentice has successfully worked with a customer to deliver a specific piece(s) of HR advice or provide an HR solution(s) for them. A more detailed brief for the Consultative Project will be provided by PAL.
- The project is submitted as a 3000 word written report (+/- 10%).
- This method of assessment has fail, pass and distinction grades.



Professional Discussion

- The professional discussion must last for between 60 and 75 minutes.
- The apprentice will be asked between 13 and 16 questions.
- The discussion will focus on the skills and behaviours specified in Appendix 1 of the Assessment Plan, together with any knowledge and skills components that have not been covered in the Consultative Project.
- This method of assessment has fail, pass and distinction grades.
- Webinar or video conferencing software can be used for the assessment.



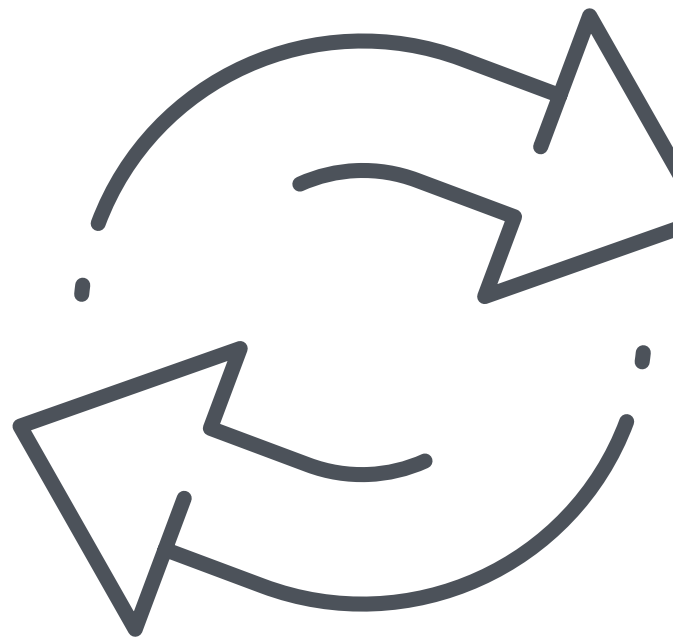
Grading

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

The independent assessor will make the decision on the grade to be awarded to the apprentice based on their scoring of the two components of the Consultative Project and the Professional Discussion.

In order to gain a pass the apprentice must achieve a pass in each method – this represents full competence against those particular knowledge, skills or behaviours in the Standard.

The distinction is designed to recognise the small proportion of apprentices who are seen as outstanding employees, regularly going beyond what is required to be competent in the role and seen as having greatest potential for the future.



Resits and Retakes

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

If both assessment methods are failed, then the entire end-point assessment must be repeated at the employer's discretion.

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**



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