



Professional
Assessment Ltd

Level 5

Digital Learning Designer

ST0974

End-Point Assessment

Programme Duration:
Typically 24 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 end-point 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 end-point assessment components. The end-point assessment begins when PAL confirms that the apprentice has successfully passed through the Gateway and has achieved English and maths qualifications in line with the apprenticeship funding rules unless, in the opinion of PAL, exceptional circumstances apply.

A completed portfolio, which underpins the professional discussion, must also be submitted as part of the Gateway evidence.

Summary of the End-Point Assessment process

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

1. Professional discussion underpinned by a portfolio.
2. Project with presentation, and questioning.

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.





Professional Discussion underpinned by a Portfolio of Evidence

- The underpinning portfolio 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 and be mapped to each of the knowledge, skills, and behaviours (KSBs) that will be assessed by the professional discussion.
- The portfolio will typically contain 8 pieces of evidence in total. The evidence should be qualitative as opposed to quantitative and each piece of evidence is likely to demonstrate more than one knowledge, skill and/or behaviour (KSB).
- The evidence provided must be valid and attributable to the apprentice – the portfolio must contain a statement from the employer and apprentice confirming this.
- The independent assessor will review the portfolio and use it to identify areas for the professional discussion – it is not directly assessed.
- The professional discussion must last for 60 minutes (+/- 10% at the independent assessor's discretion).
- The apprentice will be asked a minimum of 8 questions during the professional discussion.
- The portfolio of evidence must be present during the discussion and apprentices will be expected to draw on its contents.
- This method of assessment has fail, pass and distinction grades.
- Webinar or video conferencing software can be used for the assessment.





Project with Presentation and Questioning

- This method of assessment has 2 components:
 - Component 1 – Project with a project output.
 - Component 2 – Presentation with questions.
- The project can only be started once the apprentice has passed through Gateway.
- It will address a digital learning designer task tailored to the organisational requirements of the apprentice's employer which reflects the normal working practices within the role.
- The project is submitted as a 5000-word written report (+/- 10%) AND a final product output that is equivalent to a minimum of 15 minutes learning time for the end user.
- The apprentice has 12 weeks to complete and submit the report which can be based on any of the following:
 - A specific problem.
 - A recurring issue.
 - An idea or opportunity.
- The independent assessor must approve the project's title and scope at Gateway to confirm it is suitable.
- The apprentice will present their project to the independent assessor followed by a questioning session combining for a total assessment time of 60 minutes. The presentation will typically last for 20 minutes, followed by the apprentice being asked a minimum of 8 questions about their project report and presentation, typically lasting for 40 minutes.
- This method of assessment has fail, pass and distinction grades.
- Webinar or video conferencing software can be used for the assessment.



Grading

The apprentice can achieve a fail, pass, merit or distinction overall grade for end-point assessment.

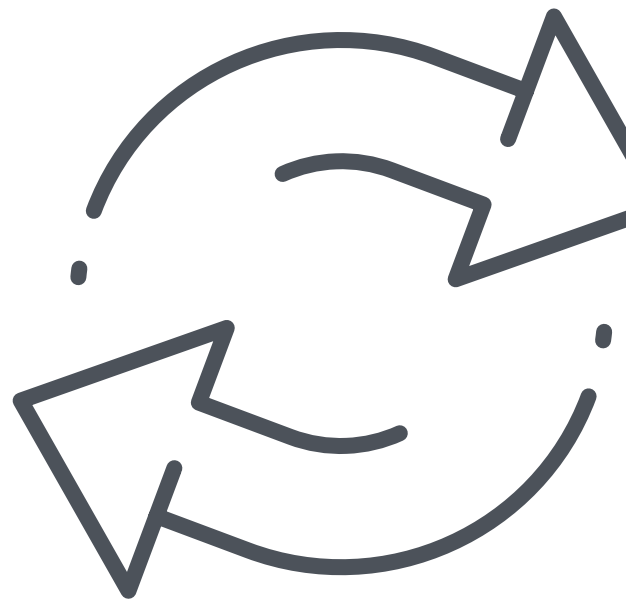
The apprentice must achieve at least a 'pass' in all the end-point assessment methods to get an overall pass.

In order to achieve an overall EPA 'merit', the apprentice must achieve a pass in any one assessment method and a distinction in the other assessment method.

In order to achieve an overall EPA 'distinction', the apprentice must achieve a distinction in both 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:

Professional discussion underpinned by Portfolio	Project Report with Presentation, Questions and Answers	Overall Grading
Fail	Fail	Fail
Pass	Fail	Fail
Fail	Pass	Fail
Pass	Pass	Pass
Distinction	Pass	Merit
Pass	Distinction	Merit
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.

A resit is typically taken within 1 month. The timescale for a retake is dependent on how much re-training is required and is typically taken within 4 months of the fail outcome notification.

Failed end-point assessment methods must be resat or retaken within a 6 month period from entering gateway otherwise the entire EPA will need to be resat or retaken in full.

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



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