



Professional
Assessment Ltd

Level 4
Lead Practitioner
in Adult Care

ST0007 March 2020

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. We will then organise an assessment planning meeting with the employer and apprentice. Professional Assessment will advise all parties of the requirements of this meeting. At the planning stages, we will together, agree timings and dates for all the required assessment components. The end-point assessment begins when the EPAO confirms that the apprentice has successfully passed through the gateway and has achieved the L4 Diploma in Adult Care and Level 2 Functional Skills in English and Maths (or equivalent), unless in the opinion of the EPAO 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 must be responsible for managing teams of frontline carers to look after vulnerable adults with care needs.

The apprentice will be assessed to the apprenticeship standard using two complementary assessment methods: method 1 – an observation of practice; method 2 - a 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 either order within the three month end-point assessment period. Both assessment methods are equally weighted in their contribution to the overall grade.





Observation of Practice

- This assessment method must include the ability for the apprentice to demonstrate their skills, behaviours and leadership to external/internal stakeholders. The apprentice must lead the observed activity which will be agreed in advance by the EPAO, employer and apprentice.
- It must be based on real-life improvement to the apprentice's employer and the people who use their services.
- The apprentice can prepare for the activity in advance of the assessment. Examples of observed activities could include:
 - Preparing for a best interest meeting through consultation with the care staff team. This should include the rationale around the need to trigger the meeting, the roles and responsibilities of who should be involved and the potential implications for the service.
 - Leading a meeting where they guide and support colleagues around how to implement the required care delivery within the service to support people that use the services regarding their identified care needs, goals and required outcomes.
 - A response to regulatory and legislative requirements that specifically impact upon how the needs of people that use the services are being met. For example, this could be communicating the outcomes of working with external partners and stakeholders to deliver positive change to the people being supported by the service.
 - Development of service provision so that it can improve service delivery to more effectively meet the needs and aspirations of the people that use the services. For example, this may be in the form of presenting some information or analysing data in relation to evidence-based practice to develop or improve the service provision.
- The observation will typically last for 75 minutes, comprised of 60 minutes direct observation plus 15 minutes of post-observation questioning.
- The apprentice will be asked a minimum of 3 questions following the observation.
- Webinar or video conferencing software can be used if agreed in advance by the employer and EPAO.
- The employer, apprentice and EPAO must comply with the requirements of the GDPR and all other safeguarding duties.





Professional Discussion Underpinned by a Portfolio of Evidence

- The professional discussion is an in-depth discussion between the apprentice and the end-point assessor based on the apprentice's portfolio of evidence which must be submitted to the EPAO at gateway.
- The portfolio should contain evidence related and mapped to the knowledge, skills and behaviours that will be assessed by the professional discussion.
- The portfolio will typically contain 6 pieces of holistic evidence and could contain witness testimonies, annotated work products, observation of working practices by the training provider/employer. It cannot contain reflective accounts or self-evaluation by the apprentice.
- The end-point assessor will review the portfolio of evidence and use it to identify discussion areas – it is not directly assessed.
- The professional discussion assessment time is 90 minutes.
- The apprentice will be asked a minimum of 1 question from each of the following groups with follow up questions for clarity:
 - Tasks and responsibilities.
 - Dignity and human rights.
 - Communication.
 - Safeguarding.
 - Health and wellbeing.
 - Professional development.
- Webinar or video conferencing software can be used for the assessment.



Completion

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. Following a resit or retake the apprentice will be awarded a maximum grade of pass, unless the EPAO determines exceptional circumstances.

An individual EPA method resit/retake must be taken within a period of three months from the fail notification of the original assessment method, otherwise the entire EPA must be retaken. Apprentices must complete a different Observation of Practice activity and have a Professional Discussion which includes different questions, when taking a resit/retake. Resits and retakes cannot be used for the purpose of improving a pass grade.

For more information on grading criteria please refer to the apprenticeship standard assessment plan by searching via:

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

and for more information on resits, retakes and cancellations please

contact: info@professionalassessment.co.uk



Grading

To achieve a pass overall, the apprentice must achieve a pass in both assessment methods by meeting all the pass descriptors.

To achieve a distinction overall, the apprentice must achieve all of the pass criteria for both assessment methods, plus meeting at least 21 of the 27 distinction criteria within the professional discussion.

The grades from individual assessment methods will be combined in the following ways to determine the final grade:

Observation of Practice	Professional Discussion	Overall Grading
Fail	Fail	Fail
Pass	Fail	Fail
Fail	Distinction	Fail
Pass	Pass	Pass
Pass	Distinction	Distinction

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.

...find out more

Email: info@professionalassessment.co.uk

Call: **0800 160 1899**

Visit: professionalassessment.co.uk



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