

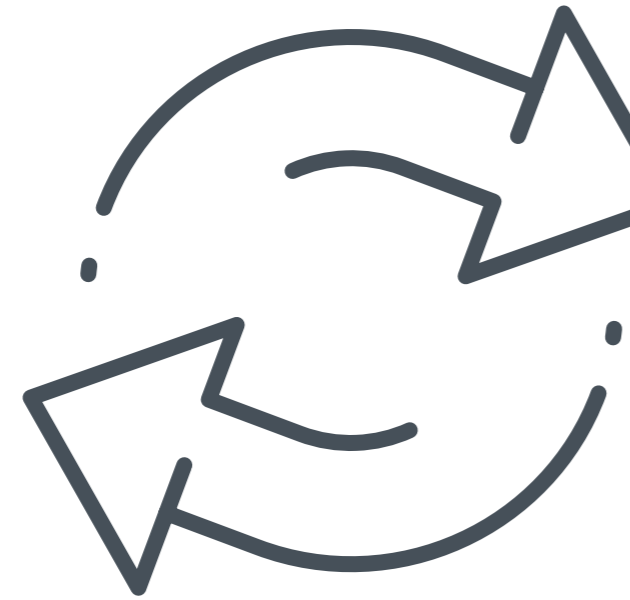
Grading

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

To achieve an overall 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:

| Project with Report | Professional Discussion underpinned by a Portfolio of Evidence | Overall Grading |
|---------------------|--|--------------------|
| Fail | Fail | Fail |
| Fail | Pass | Fail |
| Pass | Fail | Fail |
| Pass | Pass | Pass |
| Pass | Distinction | Pass |
| Distinction | Pass | Pass |
| 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 2 months of the EPA 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 EPA outcome notification.

Failed end-point assessment methods must be resat or retaken within a 6 month period from the EPA outcome notification, 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



© Professional Assessment Ltd 2024. Registered company number: 08925862
Operations Manager Level 5 End-Point Assessment



Level 5 Operations Manager

ST0385 v1.4

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 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:

- English and maths qualifications in line with the apprenticeship funding rules, unless in the opinion of PAL exceptional circumstances apply.
- A completed portfolio of evidence, which underpins the professional discussion.
- Completed an on-programme project, which will form the basis of their written project report in the EPA.

Summary of the End-Point Assessment process

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

1. Project with Report
2. Professional Discussion underpinned by a Portfolio of Evidence

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 5 month end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.



Project with Report

- The written project report involves the apprentice completing a significant and defined piece of work that has a real business application and benefit. The written project report must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.
- This assessment has 2 components – the written project report and the presentation with questions and answers.
- The project itself is undertaken and completed on-programme and pre-Gateway – it does not form part of end-point assessment.
- The written project report is started post-Gateway.
- The written project report must have a word count of 4000 words (+/- 10%).
- The apprentice must submit their written project report and any presentation materials to PAL by the end of week 12 of the end-point assessment period.
- The independent assessor must have at least 2 weeks to review the project report and any presentation materials, and the apprentice must have at least 2 weeks' notice of the presentation and questioning assessment date.
- The apprentice must prepare and deliver a presentation to the independent assessor. After the presentation, the apprentice will be asked at least 6 questions.
- The presentation and questioning must last 60 minutes, typically 20 minutes for the presentation and 40 minutes for the questioning (+10% at the independent assessor's discretion).
- Webinar or video conferencing software can be used for the assessment.
- The presentation and questions must take place in a quiet room, free from distractions and influence.
- This method of assessment has fail, pass and distinction grades.



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.
- It will typically contain 16 discrete pieces of evidence.
- The portfolio must contain 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.
- Evidence sources may include workplace documentation and records, for example, policies and procedures, witness statements, annotated photographs, or video clips with a maximum total duration of 5 minutes.
- The portfolio should not include reflective accounts or any methods of self-assessment.
- 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 independent assessor must have at least 2 weeks to review the portfolio evidence and the apprentice must have at least 2 weeks' notice of the professional discussion assessment date.
- The professional discussion must last for 60 minutes (+10% at the independent assessor's discretion).
- The independent assessor must ask at least 6 questions.
- Webinar or video conferencing software can be used for the assessment.
- The professional discussion must take place in a quiet room, free from distractions and influence.
- This method of assessment has fail, pass and distinction grades.

