



Professional
Assessment Ltd

Level 3
Early Years
Educator

ST0135 v1.3 and v1.4

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:

- A Paediatric First Aid or Emergency Paediatric First Aid qualification in line with the requirements of the EYFS Framework (Annex A).
- 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, must also be submitted as part of the Gateway.

Summary of the End-Point Assessment process

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

1. Observation with Questioning.
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 3 month end-point assessment period. All assessment methods are equally weighted in their contribution to the overall grade.





Observation with Questioning

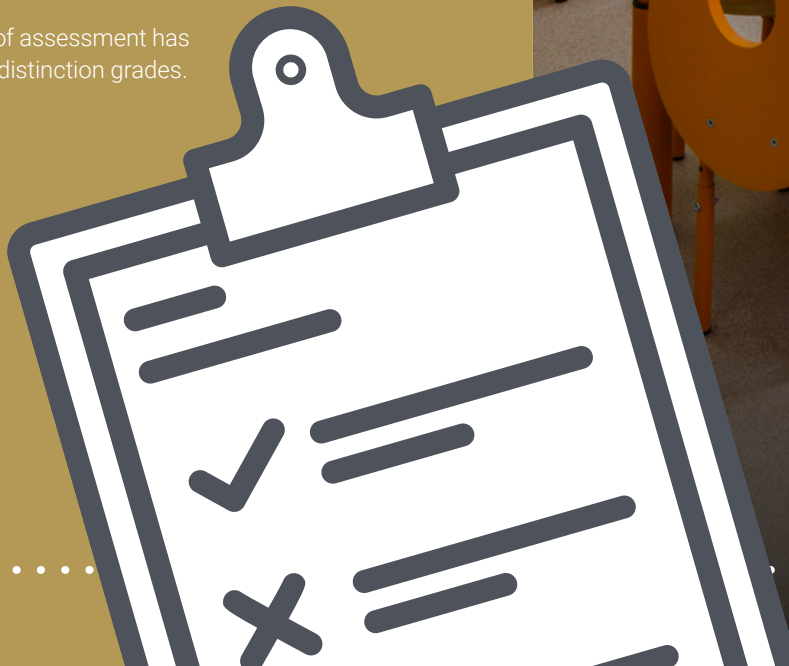
- The observation and questioning of the apprentice completing their day-to-day duties under normal working conditions must take a total of 1 hour and 20 minutes (+10% at the discretion of the independent assessor). The observation duration is 50 minutes, and the post-observation questioning duration is 30 minutes.
- The apprentice must provide PAL with a teaching information pack to provide context for the observation at least 5 days before the assessment.
- The independent assessor should observe the apprentice interacting with children and other adults and supporting children's learning through facilitating learning opportunities.
- The independent assessor must ask at least 5 questions to provide additional detail and contextual information for the observation, to explain how the teaching information pack relates to the observed activity, and to fully meet the requirements of S9 (provide sensitive and respectful personal care for children from birth to 5 years).
- 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.
- 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.
- The portfolio could contain workplace policies and procedures, witness statements and observation records from the training provider, managers, and peer observations; case records, SEND records, safeguarding records, risk assessments, or CPD records. All evidence must be anonymised.
- 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 professional discussion must last for 90 minutes (+10% at the independent assessor's discretion).

- The professional discussion will assess the apprentice's competence against the themes of:
 - Equality, diversity, and inclusion.
 - Safeguarding.
 - Relationships.
 - Learning and child development.
 - Continuous professional development.
- The independent assessor must ask at least 10 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.



Grading

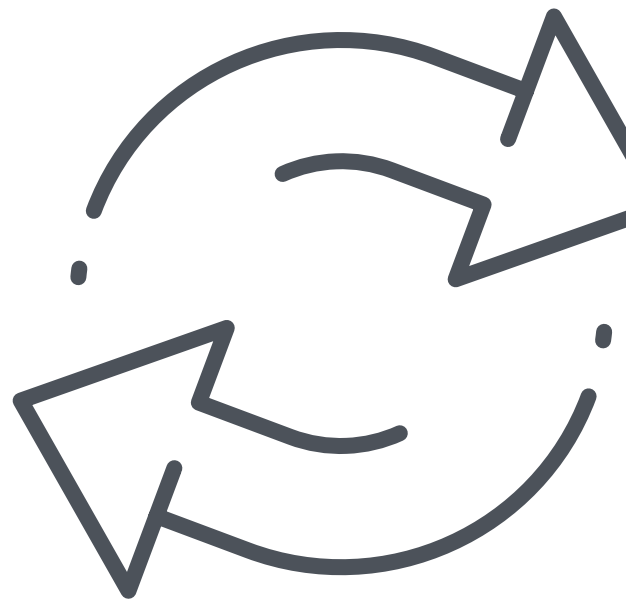
The apprentice must achieve at least a pass in all the end-point assessment methods to get an overall pass.

To achieve an overall merit, the apprentice must achieve a distinction in the observation assessment method.

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:

Observation with Questioning	Professional Discussion underpinned by a Portfolio of Evidence	Overall Grading
Any grade	Fail	Fail
Fail	Any grade	Fail
Pass	Pass	Pass
Pass	Distinction	Pass
Distinction	Pass	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 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](https://www.professionalassessment.co.uk)



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