

Business Administrator Level 3 - End-Point Assessment

Although not referred to in the Assessment plan, BIIAB will hold a planning meeting:

- The meeting will be conducted remotely via Skype for business.
- Assessor plans and schedules all activity for EPA with Apprentice and Employer.

EPA components:

The EPA consists of 3 elements, all of which could be completed on-line. Assessment is expected to be completed within 3 months of triggering the gateway.

- **1st element, Multiple choice test** – maximum 60 minutes, 50 multiple choice questions, externally set and marked, and should be invigilated. The test predominantly focuses on non-organisation specific knowledge outlined in the Standard. This includes relevant regulation and laws, business fundamentals and project management principles.

The MCT should typically be passed before the apprentice completes the interview and presentation.

- **Portfolio based interview** – 30 – 45 minutes, The Portfolio of Learning completed during the on-programme part of the apprenticeship, provides a structure for this conversation. The interview assesses understanding and learning shown in the Portfolio; the Portfolio is not directly assessed. The interview assesses understanding of the portfolio to validate competence shown, self-reflection of performance, demonstrating knowledge and how appropriate skills and behaviours have been applied and judgement and understanding to explain appropriate examples. Application of learning in the workplace is assessed by talking through examples and specific knowledge, skills and behaviours shown. Particular areas include the purpose of their organisation and value of their own role, quality in producing records or documents, and professional behaviours including respect and personal qualities in line with the requirements of the assessment plan and standard.
- **Project / improvement presentation** - 20-30 minutes – broken down to 10-15 minutes presentation, with 10-15 minutes Q&A time. The presentation on a project that has been completed or an improvement that has been made during the on-programme part of the apprenticeship. The project should be completed from month 9 and will be completed prior to the EPA is triggered. The project / improvement brief should be in line with the requirements of the assessment plan and standards, in terms of content and format. The presentation focuses on the skills required to complete a project or process improvement including planning and organisation, project management, demonstrating quality standards and decision making in prioritising areas of focus. Evidencing these skills in the presentation is coupled with effective communication in delivery.

Grading:

- All elements graded Pass, Distinction or Fail.
- In order to pass, the apprentice must pass each component of the End-point assessment.
- The overall grade is determined according to the weighting of the components in line with the Assessment Plan. (MCT 20%, CB Interview 40% and Project/ Improvement presentation 40%).
- The pass mark for each component is 60%. A fail is therefore less than 60%. A pass is 60-79% and distinction is achieved with a grade of 80% or more.
- The mct should typically be passed before the apprentice completes the interview and presentation.

However there is no other reference to the opportunity for re-takes in the assessment plan. Therefore, if the apprentice fails the EPA they must retake all components.