Business Administrator L3 Apprenticeship Standard End-Point Assessment Process

Following on from the completion of the Gateway Process and End Point Assessor Allocation Process

EPA Planning meeting
To explain the process and timescales and to plan where and when the assessments will take place.
The components can be completed in any order.
Via Video Chat, to be conducted in appropriate environment away from work 'environment' on or off work premises. Plan agreed to and signed, sent to BIIAB. Progress against planning meeting continuously reviewed.
Apprentice, Employer and assigned End-Point Assessor

Multiple Choice Test
60 minutes
Computer Based Testing (CBT) in appropriate assessment environment away from work 'environment' on or off work premises
Result submitted - Max mark 50
(20% component weighting)
Apprentice, Centre Approved Invigilator

Pass

Portfolio based interview
30 - 45 minutes
The portfolio (a minimum of 8-12 pages is expected) is produced during the on programme stage of the apprenticeship and provides the structure for this conversation. This is to be submitted to the EPAO a month prior to interview
Result submitted - Max mark 100
(40% component weighting)
Apprentice and End-Point Assessor

Pass

Project / improvement presentation
20-30 minutes (10-15 minutes presentation, 10-15 minutes Q&A)
The project is completed from month 9 of the apprenticeship on a project they have completed or a process they have improved. This is to be submitted to the EPAO to provide a question to answer in the presentation
Result submitted - Max mark 100
(40% component weighting)
Apprentice, Employer and End Point Assessor

Fail

Fail

Fail

Pass

Resit
Cost: Please view our EPA Component Price List
No limit on final grading
Centre Approved Invigilator

Pass

Overall grade assigned
Each component must be passed achieving at least 60% in each component
Pass 60-79%, Distinction 80% and above
End-Point Assessor

Apprenticeship Declaration Form Submitted
End-Point Assessor

If no appeal

Apprenticeship Certificate applied for
BIIAB

Certificate issued and sent to Employer
ESFA

Yes

No further information required

END

If the learner appeals

Follow BIIAB Appeals Process