

Events Assistant Level 3 - End-Point Assessment

Although not referred to in the Assessment plan, BIIAB will hold a planning meeting once the apprentice has passed the gateway:

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

The End-point assessment will be synoptic and cover the knowledge, skills and behaviours included in the Standard. Some knowledge will be evidenced implicitly through the skills demonstrated by the apprentice, e.g. demonstrating the skill of preparing, managing and reconciling an event budget requires the knowledge of how an event budget is constructed and managed.

EPA components:

- **Project** – of between 2,000 and 5,000 words, following a basic structure provided by BIIAB, this is a work based project or practical case study, completed in the last 3 months of the apprenticeship after the apprentice has passed through the Gateway, that contains real activity done in the role, such as the apprentice supporting a real event or pitch. It could also be a scenario based event designed by BIIAB. It should focus on the core of the role, demonstrating the areas of the Standard identified in Annex 1 of the Assessment Plan. Detailed guidance for the content, format, length and scope of the project will be developed by BIIAB.
- **Portfolio** - contains a minimum of 6 and maximum of 12 pieces of evidence created through the apprenticeship which support the project and illustrate the application of the knowledge, skills and behaviours within the Standard synoptically. It will demonstrate the application of knowledge and competence in the work environment. The areas of the standard the Portfolio must cover are detailed at Annex 1 of the Assessment Plan and detailed guidance for the content, format and scope of the portfolio will be developed by BIIAB.
- **Professional Discussion** – 45 minutes – a structured interview between the apprentice and the End-point assessor, the chair and final decision maker, and a representative of the Employer which could be the apprentices' line manager. The professional discussion will cover the knowledge, skills and behaviours in the standard as identified at annex 1 of the assessment plan, but will also cover any knowledge, skills and behaviours that have not been covered in the Project or Portfolio. The content of the Professional Discussion will be determined by the Assessment Panel following assessment of the Project and Portfolio. The apprentice will be notified in advance in order to have time to prepare and bring further evidence if required.

The professional discussion must be the last activity completed in the EPA.

Grading:

- All elements graded Pass, Merit, Distinction or Fail.
- The project represents 50% indicative weighting and the portfolio and the professional discussion combined represent the other 50% indicative weighting.
- The grading criteria set out at Annex 2 of the Assessment Plan specifies what is required to achieve the different grades. An apprentice achieving a 'Pass' grade is expected to be fully competent in all areas of the standard.
- Annex 2 also identifies 12 out of 41 criteria against which an apprentice can demonstrate competence beyond a Pass.
- The apprentice must meet the assessment criteria for a Distinction in 10 of these 12 areas and a Pass in all other areas of the standard to be awarded a Distinction.
- The apprentice must meet the Distinction assessment criteria for 8 of the 12 areas and a Pass in all other areas of the standard to be awarded a Merit.