# Events Assistant, 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 professional discussion must be the last component to be completed, the project and portfolio 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*

**Project**
Between 2,000 and 5,000 words, this is a work-based project or practical case study, completed within the EPA, that contains real activity from the role, such as the apprentice supporting a real event or pitch
(50% component weighting)
*Apprentice, Employer and End-Point Assessor*

Pass

**Portfolio of Evidence**
To contain 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.
Checked by provider sent to EPAO
(Portfolio and PD combined account for 50% component weighting)
*Apprentice, Provider and End-Point Assessor*

Pass

**Professional Discussion**
45 minutes
The professional discussion will cover the knowledge, skills and behaviours in the standard as identified in 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
(Portfolio and PD combined account for 50% 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

Pass

**Overall grade assigned**
Pass, Merit, Distinction or Fail
Pass = Apprentice to be fully competent in all areas of the standard.
Merit = Apprentice must meet the Distinction assessment criteria in 8/12 areas and a Pass in all other areas of the standard. Distinction = Apprentice must meet the Distinction assessment criteria in 10/12 areas and a Pass in all other areas of the standard.
*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