Hospitality Manager, L4 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 other 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 knowledge test
90 minutes
Computer Based Testing (CBT) in appropriate assessment environment away from work 'environment' on or off work premises
Apprentice, Centre Approved Invigilator

Pass

Business project
9000 words to look at a proposal for an opportunity/ challenge/ idea to make an improvement to the business which must be submitted to the End-Point Assessor a minimum of 7 working days prior to the professional discussion being undertaken
Apprentice, End-Point Assessor

Pass

Professional discussion
90 minutes
Via video chat, employer and apprentice in appropriate assessment environment away from work 'environment' on or off work premises
Apprentice, Employer and End Point Assessor

Fail

Fail

Fail

Pass

Resit
Cost: Please view our EPA Component Price List
Maximum grade available: Pass
Maximum of attempts per assessment: 2
Two or more assessments failed additional training of between 1-3 months must take place
Apprentice, Centre Approved Invigilator

Pass

Fail

Additional Training
Further training and development lasting between 1-3 months must take place before a retake

Retake
Maximum grade available: Pass
Only those assessments failed need to be retaken

Pass

Overall grade assigned
Pass, Distinction or Fail
To achieve distinction, individual grades of distinction must be achieved for the project and at least one other component, provided that the other component is also a pass
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