

Retail Manager Level 4 - End-Point Assessment

Planning meeting:

- The meeting will be conducted remotely via Skype for business.
- Apprentice produces the synopsis of the business project which is agreed with the Employer.
- The independent end assessor and apprentice will review the proposal for the business project, make any necessary amendments during the first week of the assessment window and then the project may commence.
- Assessor plans and schedules all activity within 4 month window for EPA with Apprentice and employer (not the on-programme assessor).

EPA components:

All components must be completed within the 4 month assessment window from the planning meeting..

- **1st component, Written exam** - 2 hours, with a combination of short and extended answer questions, some incorporating scenarios, externally set and marked, can be taken on the employer's premises or off-site. The written exam will feature a sample of questions, based on a representative sample of the assessment criteria as per details in the standard. Exam result must be available within 35 days from the test date.
- **2nd component, Retail business project** – A project requiring the apprentice to look at a strategic opportunity, challenge or idea in their retail environment. This must look both internally at the organisation and externally to the local and wider retail markets and include financial implications. As a guide the manager will research and recommend strategies for up to three years including research, proposals and recommendations, including an implementation plan. The apprentice must demonstrate competence against all of the assessment criteria as per the details in the assessment plan and standard.
- **3rd component, Professional discussion** – 1 hour structured meeting, led by the Assessor, involving the apprentice and employer (e.g. line manager), Focusing on how they have performed during the apprenticeship and their overall achievement of the knowledge, skills and behaviours in the standard.

Grading:

- All elements graded Pass, Distinction, Fail.
- In order to pass the apprentice must pass each component of the End-point assessment. To achieve distinction, individual grades of distinction must be achieved for the retail business project and at least one of the other components, provided that the other component is also a pass.
- If any activity is failed it must be re-taken. The apprentice cannot achieve without passing each component of EPA.
- Should the apprentice fail one assessment activity, they can re-take when they are ready and when practicable for the business.
- Should the apprentice fail two or more activities a period of further training and development lasting between one and three months must take place before a resit.
- When retaking an assessment activity the maximum grade that can be achieved for that activity is a pass.