

Retail Team Leader Level 3 - 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 3 month window for EPA with Apprentice and employer (not the on-programme assessor).

EPA components:

All components must be completed within the 3 month assessment window from the planning meeting.

- **1st component, On demand multiple choice test** - 1 hour, scenario based questions, externally set and marked, can be taken on the employer's premises or off-site. The on demand test will feature a sample of questions, based on a representative sample of the assessment criteria as per details in the standard.
- **2nd component, Retail business project** - To look at an immediate opportunity, problem, challenge or idea within their retail environment. This could be a project to identify a potential cost saving for the business through improving efficiency, reducing waste or finding alternative ways of working to achieve business objectives and should include a research proposal, identify measurable improvements and make recommendations for implementation. 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), focussed on areas identified in the assessment plan and standard.

Grading:

- All elements graded Pass, Distinction or 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 a pass for the other components.
- 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.