

Team Leader / Supervisor Level 3 - End-Point Assessment

Although not referred to in the Assessment plan, BIIAB will hold a planning meeting:

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

EPA components:

- **Knowledge test with scenario based questions, likely to be multiple choice** – 60 minutes, 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 questions, based on a representative sample of the assessment criteria as per details in the standard and assessment plan.
- **Competency based interview** – 90 minutes, will assess the knowledge and application of learning relating to leading people, managing people, building relationships, communication, operational management, project management and finance as described in the Assessment Plan, through a set of structured questions.
- **Portfolio of evidence** – the portfolio, completed during the on-programme element the apprenticeship, is reviewed against set grading criteria by the End-Point Assessor to determine how they have applied their knowledge and understanding in a real work environment to achieve real work objectives and how the apprentice has demonstrated the behaviours, especially around contact with others, team work and areas where they have exceeded the requirements of the role. For example from manager's report, emails, customer comments, peer review etc.
- **Professional discussion related to CPD activity** – 60 minutes, structured professional discussion with the Apprentice and the End-Point Assessor. This relates to any additional learning/CPD (continuing professional development) which is undertaken during the apprenticeship and documented in their cpd log, to identify the objective of the activity, and reflect on the outcome and how learning gained was applied.

Grading:

- Each component of the End-point assessment is marked in line with the weighting in the Assessment Plan and the overall mark is graded Pass, Merit, Distinction or Fail.
- The apprentice must pass each component of the End-point assessment achieving at least 50% in each one.