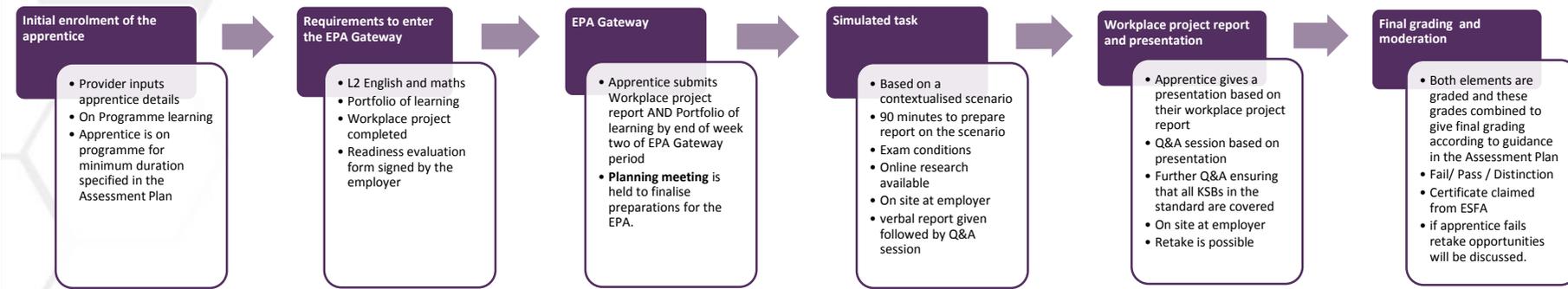


ST0575 School Business Professional L4

End Point Assessment process



Initial enrolment of the apprentice

The apprentice can be registered on our EPAPro platform as soon as they are enrolled on their apprenticeship. However, we ask that the apprentice be registered within their first 10 weeks on their programme. This enables us to ensure that appropriate discussions take place with the employer, apprentice and training provider to agree the two knowledge areas which will be the focus of the apprentice's Workplace project and the format that the report will take. Once registered, the apprentice is able to access information on the structure of their EPA as well as a full range of support and practice materials and resources. The employer and training provider also have access to our Online Platform.

Venue for the End Point Assessment

End Point Assessments are carried out as far as possible at the employer's premises. This will be confirmed at the planning meeting discussions. Where it is not possible to use the employer's premises, a suitable alternative venue will need to be identified by the employer / training provider, taking into account the proximity and accessibility for the apprentice. All venues must be assessed for suitability as a test venue i.e. access to appropriate facilities for the apprentice including Health and Safety checks prior to the venue being used.

- The Simulated Task is carried out under exam conditions. The training provider can provide an assessor to undertake the invigilation role.
- The Workplace project report presentation will also take place at the employer's premises (again if this is not possible, at another suitable venue)

It is expected that both EPA elements will be undertaken on the same day although alternative arrangements can be made to accommodate specific circumstances.

Online platform

Our End Point Assessment system uses EPAPro, an online platform designed to provide end to end functionality for the delivery of our EPAs. It's functionality includes:

- One stop 'end to end' facility
- Online registration of apprentices
- Planning and administration of EPA timetabling and delivery
- Client access for apprentices, employers, training providers to upload information and access resources and materials
- Monitoring and follow up system; record retention capacity.
- Online interactive timetable
- Appropriate interface with ESFA systems
- Robust audit trail and archiving systems

End Point Assessment for the School Business Professional standard

The EPA for this standard consists of the following elements:

1. Confirmation that the apprentice is ready to enter the EPA Gateway – Evaluation discussion and sign off
 - a. Employer in discussion with the training provider and apprentice informs Steadfast EPA that the apprentice has achieved the necessary requirements and is ready to undertake their EPA
 - b. Evaluation discussion form and evidence documentation is uploaded to the Online Platform
 - i. Evaluation of Readiness form (signed by the employer)
 - ii. Evidence of achievement of L2 English and maths
2. Steadfast EPA Co-ordinator confirms receipt of documents; the Planning meeting is scheduled (can be face to face or via video /telephone conferencing), date for submission of Workplace project report and Portfolio of learning is notified to the employer, apprentice and training provider; a tentative date for the EPA test day is agreed.
3. Planning meeting takes place.
4. The apprentice enters the Gateway:
 - a. Uploads to their Workplace project report and Portfolio of learning onto the Online Platform by the date agreed (by the end of week two of the Gateway period
 - b. Employer (or training provider) confirms in writing that the Workplace project and report are the apprentice's own work and that the report was completed post-gateway.
5. EPA Assessor collates and reviews the Workplace project report and confirms the EPA test day date. The apprentice must have at least 10 days notice of the EPA test day date.
6. EPA Co-ordinator confirms date, time and venue for the EPA test day including invigilation arrangements;
7. **EPA Test Day:** The apprentice undertakes their Simulated Task under exam conditions (90 minutes); the written report is reviewed by EPA Assessor; the apprentice gives a verbal report (10 minutes) and this is followed by a Q&A session for clarification. Simulated task is recorded by voice or video recorder.

8. The apprentice gives a presentation based on their workplace project report (15 minutes), followed by a Q&A session for clarification; this is followed by a further Q&A session covering the remaining KSBs from the standard which have not been covered in the Simulated Task or the Workplace project report/presentation.
9. The EPA Assessor will score and grade the Simulated Task and the Workplace project report/presentation and combine both grades to arrive at a final overall grading (Fail, Pass or Distinction). All scoring and grading decisions will be based on the most current Assessment Plan for the standard and associated grading guidance.
10. The results and grading will be moderated by our EPA Lead Assessor.
11. The employer, apprentice and training provider will be informed of the outcome and Steadfast EPA will claim the Apprenticeship Certificate on behalf of the apprentice from the ESFA. Permission to claim the Certificate on the apprentice's behalf will be obtained during initial registration.

Please note:

Apprentices who fail either or both of the assessments are allowed to resit/retake. A resit does not require further learning but a retake does. In the case of a retake, the Assessment Plan recommends that there is a four-week period before the retake is undertaken to allow for further learning to take place. Where an apprentice fails one or both of their assessments, Steadfast EPA will discuss the way forward with the employer and training provider.

All information, records and evidence relevant to each apprentice including evidence of achievement of Gateway requirements, employer readiness confirmation; along with all EPA records of activity, outcomes, grading and moderation, internal quality assurance and payments received will be retained for a period of 6 years for audit purposes.

All employers, training providers and apprentices for whom we undertake End Point Assessment will be given the opportunity to complete a comprehensive feedback and evaluation form which is designed to ensure that we are able to fully evaluate our performance and use this to inform our Quality cycle and self-assessment as well as capture good and positive practice; anonymised feedback will be used as part of ongoing CPD and training for staff.