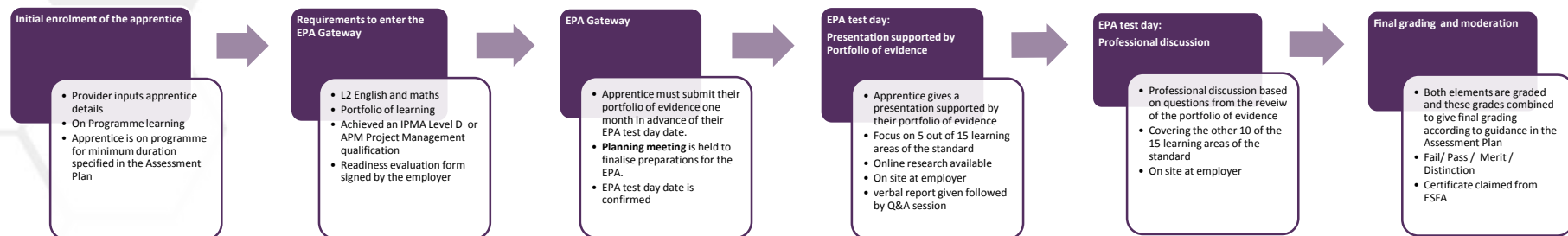


# ST0310 Associate Project Manager L4

## 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. 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. In discussions with the training provider and employer, the apprentice should choose 15 out of the 17 learning areas of the standard to make up their specific programme.

## 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.

- Presentation supported by the portfolio of evidence – covering 5 out of the 15 learning areas chosen by the apprentice, employer and training provider
- A Professional Discussion will also take place on the same day – this will cover the remaining 10 learning areas of the standard

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 Associate Project Manager 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
    - iii. Evidence that the learner has achieved either an IPMA Level D or APM Project Management Qualification
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 portfolio of evidence 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 their Portfolio of evidence onto the Online Platform by the date agreed
5. EPA Assessor reviews the portfolio of evidence and confirms the EPA test day date.
6. EPA Co-ordinator confirms date, time and venue for the EPA test day
7. **EPA Test Day:** The apprentice delivers their presentation; followed by a Q&A session for clarification. Presentation and Q&A is recorded by voice or video recorder.
8. The apprentice participates in a Professional Discussion (PD) with questions and discussion topics covering the 10 learning areas of the standard that were not addressed in the presentation. The PD is recorded by voice or video recorder.
9. The EPA Assessor will score and grade the presentation and professional discussion, combining both grades to arrive at a final overall grading (Fail, Pass, Merit 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 are able to be re-assessed. 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.