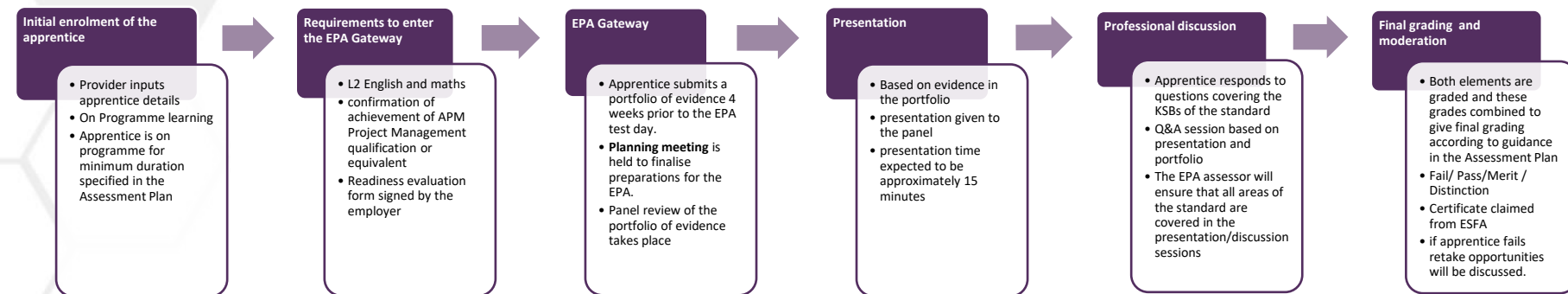


ST0310 Associate Project Manager L4

End Point Assessment process



Initial enrolment of the apprentice

The apprentice can be registered on our EPA Pro 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 any specific requirements for the EPA such as the potential make-up of the 'panel' for the end point assessment. Once registered, the tutor is able to access information on the structure of the EPA as well as a full range of support and practice materials and resources.

Please note that ALL EPAs are being carried out remotely. This has been well received by employers and candidates and EPA will continue to be delivered this way in the future.

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 training providers to upload information and access resources and materials. Provider is able to set up other users as they consider appropriate.

- 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 of achievement of IPMA Level D diploma or APM Project Management qualification
2. Steadfast EPA Co-ordinator confirms receipt of evidence 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. Members of the EPA panel are agreed and confirmed (i.e. EPA assessor, an employer and/or provider representative and the process for reviewing the portfolio is agreed)
4. The apprentice enters the Gateway:
 - a. Uploads their portfolio of evidence onto the Online Platform by the date agreed with the EPA assessor (this will be 4 weeks in advance of the EPA test day; during this four week period, the panel will review the portfolio in preparation for the EPA test day and prepare for the professional discussion)
5. EPA Assessor reviews the portfolio of evidence and confirms the EPA test day date.
6. EPA Co-ordinator confirms date, time and remote delivery channel for the EPA including names of panel members;
7. **Panel review of portfolio of evidence:** Each member of the panel will be given the opportunity to review the portfolio of evidence – this can be done individually with comments and questions being submitted to the EPA assessor to be collated and any issues of clarification followed up. The EPA assessor will determine the final list of questions to be used and will determine the grading for the portfolio. If necessary, the EPA assessor will convene a meeting/conference call to discuss any issues and the approach to be taken. Panel members must have excellent knowledge and understanding of the apprenticeship standard and be able to contextualise projects undertaken by the apprentice as well as having current, relevant occupational knowledge and expertise.
8. **EPA Test Day:**
9. The apprentice gives a presentation based on their portfolio of evidence, followed by a professional discussion session; the presentation should cover each learning area and is an opportunity for the apprentice to demonstrate that they have achieved the necessary consistent level in the KSBs for the standard. It will also be necessary

to confirm that the work has been completed by the apprentice themselves. The presentation and professional discussion will be recorded (permission will be obtained in advance.)

10. 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.
11. The results and grading will be moderated by our EPA Lead Assessor.
12. 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.

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.