



End-Point Assessment Specification: Associate Project Manager L4

Introduction

The Associate Project Manager role is designed particularly to support the delivery of diverse projects across a wide range of contexts. Working across a range of different settings, the apprenticeship requires that the candidate acquires a broad spectrum of knowledge, skills and behaviours.

Associate project managers need good planning, organisation, leadership, management and communication skills. An associate project manager utilises resources with suitable skills, qualifications, experience and knowledge to work together in a motivated and integrated team, with clearly defined reporting lines, roles, responsibilities and authorities.

This specification provides information on the Associate Project Manager L4 End-Point Assessment (EPA) for all apprentices, employers, training providers and other stakeholders with respect to the content, approach and delivery the EPA for this standard.

This EPA has been developed by Steadfast EPA to conform to the requirements set out in the Assessment Plan (ST0310/AP03) for the Associate Project Manager L4 apprenticeship standard.

In order to be awarded the above apprenticeship, an apprentice must be successful in achieving their EPA.

For further information contact: di.pudney@steadfastepa.co.uk

The End-Point Assessment

The EPA is intended as an assessment of the apprentice's knowledge, skills and behaviours (KSB's) that are set out in the Associate Project Manager apprenticeship standard as detailed in the Assessment Plan.

The EPA is designed to provide a holistic assessment of the way in which the apprentice is able to apply the KSBs to their job role and allow them to demonstrate their learning.

The EPA will assess:

- The knowledge, skills and related behaviours gained by the apprentice across the key learning areas set out in the standard

The EPA will assess the extent to which the apprentice is able to utilise these KSBs and incorporate them into the way in which they undertake the tasks associated with their job role. Our focus is to ensure that each EPA delivers a reliable and comparable assessment of an apprentice's ability to successfully undertake their job role.



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Requirements for the apprentice to be ready to undertake their EPA

The duration of the programme would typically be 18 - 24 months but the apprentice must have been on their programme for the minimum apprenticeship duration before they will be eligible to be put forward to undertake their EPA.

In addition, an apprentice is only considered to be ready to undertake their EPA once their employer is satisfied that they have met the requirements set out in the Assessment Plan (Gateway requirements). These are:

- Confirmation from the employer that the apprentice is consistently working at or above the levels set out in the apprenticeship standard and Assessment Plan and that this can be evidenced.
- English and maths at Level 2
- Portfolio of learning compiled while on-programme and presented within four weeks from gateway which provides evidence demonstrating the KSBs. The portfolio is used by the IEPA to inform their preparation for the EPA session and for the development of questions. The portfolio is not scored.

The apprentice is required to select 15 out of the 17 learning areas of the standard as a focus for their programme and also select five of these learning areas to be covered as part of the presentation element of their EPA. These need to be agreed in advance with the employer and ourselves (the EPAO). A record of this agreement will be retained in the apprentice's file for reference. The apprentice will undertake projects while on-programme which enable them to build up evidence within their portfolio.

End-Point Assessment – Methods of Assessment

The EPA has two components. It is anticipated that the apprentice will complete both components on the same day however it is possible to flex this where circumstances warrant the splitting of the delivery of the two components.

Both elements are scored and then graded. The scores for both components are then combined to give the overall assessment grade according to the score boundaries set out in the Assessment Plan.

1. Presentation and Q&A covering the 5 selected learning areas

The apprentice gives a presentation covering the 5 selected learning, evidencing their role in the management of one or more projects they have undertaken while on programme.

After the presentation the IEPA asks a series of questions related to the learning areas and the content of the presentation.



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2. Professional discussion covering the remaining 10 learning areas

The Professional discussion session covers the 10 areas of the standard which have not been covered in the previous component of the EPA.

The whole EPA must last at least an hour.

The EPA can be carried out face to face or via remote media. It is a requirement that the apprentice's identity is verified at the beginning of the EPA session.

The whole EPA session will be video recorded with appropriate written permissions being given prior to the session taken place and verbally at the time of recording.

End Point Assessment Judgements and grading

The IEPA will review evidence from the report, presentations and responses to questions allocate a score to each learning area. These are then aggregated to give a total score for each of the two EPA elements. The overall score out of 75 is then used to allocate the grade based on the grid required in the Assessment Plan. The overall grade can be fail, pass, merit or distinction.

The final judgement about whether the apprentice has passed and what grade they are given will be made by the IEPA and quality assured by the IQA.

Once the final grade is decided, if the apprentice passed their End Point Assessment, Steadfast EPA will inform the apprentice and the employer of the outcome and apply to the Education and Skills Funding Agency to issue the Apprenticeship Certificate to the apprentice. Permission to claim the certificate will be obtained as part of the gateway paperwork.

Retakes / Resits

The Assessment Plan makes provision for an apprentice who fails one or more of the EPA components to re-sit/re-take the assessment. Please note that a re-take will require the apprentice to undertake further learning and the Assessment Plan recommends that the apprentice waits for one month prior to the re-take. Should this occur, we will discuss the options with the training provider, the apprentice and the employer.

The apprentice is able to appeal against the decision made using the Appeals procedure.

Reasonable Adjustments

We request notification of any additional needs or reasonable adjustments that an apprentice might have to access their EPA, at the time that the apprentice is registered with us. Under the terms of the Equality Act 2010, a reasonable adjustment can be made to meet



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an individual's specific needs and we will discuss this with the training provider, employer and apprentice and make the necessary arrangements to ensure that the apprentice is not disadvantaged in terms of their access to their EPA.

Further information

<https://www.instituteforapprenticeships.org/apprenticeship-standards/associate-project-manager-v1-3>

<https://www.instituteforapprenticeships.org/media/1970/associate-project-manager-assessment-plan-v3-to-publish.pdf>

www.steadfastepa.co.uk