



End-Point Assessment Specification: School Business Professional L4

Introduction

The School Business Professional role is designed particularly to support schools in the administration and management of a range of services within this specific context. Working across a range of different settings and providing support to school Head-teachers and Leadership teams. The apprenticeship requires that the candidate acquires a broad spectrum of knowledge, skills and behaviours. Apprentices on the School Business Professional L4 standard should gain the skills, knowledge and behaviours they need to be able to work with other colleagues to ensure the best use of school resources, deliver value for money and understand the vital role they have in supporting good governance and compliance within a school.

This specification provides information on the School Business Professional 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 (ST0575/AP02 – June 2019) for the School Business Professional 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 School Business Professional apprenticeship standard as detailed in the Assessment Plan.

The EPA is designed to provide an 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 gained by the apprentice across key learning areas i.e. Finance, Procurement, Human Resources, Managing Support Service, Governance and Risk, Marketing and Infrastructure.
- The skills required for occupational competence i.e. Financial and Operational Management, Project Management, Change Management, Communication and Relationship Building and Strategic Management



End-Point Assessment Specification: School Business Professional L4

- A range of related behaviours such as Change Catalyst, Decision Maker, Skilled Negotiator, Collaborative, Resilient and Challenger.

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.

Requirements for the apprentice to be ready to undertake their EPA

The duration of the programme would typically be 18 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 during the on-programme phase 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.
- Completion of a workplace project based on two of the Knowledge areas of the standard (Finance, Procurement, Human Resources, Managing Support Service, Governance and Risk, Marketing and Infrastructure.) The two knowledge areas which will be the focus of the workplace project 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.

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.

The grades for both components are combined to give the overall assessment grade according to the grade combinations set out in the Assessment Plan.



End-Point Assessment Specification: School Business Professional L4

1. Simulated Task

The purpose of the Simulated Task is to simulate a situation in which the apprentice in the role of a school business professional might be asked gather and present information within a tight timeframe to school governors.

The apprentice is given 90 minutes to complete a written report for governors based on a scenario and related tasks. These scenarios are based on specified areas of the standard as set out in the Assessment Plan and they mirror the type of tasks/reports that school business professionals might be asked to produce for governors.

Tasks are developed as part of bank of tasks and are allocated randomly to the apprentice.

The apprentice is given their task at the start of the EPA session and they are given 90 minutes to complete the written report.

- They are able to use the internet to research the topic.
- There is no set format for the report and no set word count.
- The report is produced electronically and emailed to the independent end-point assessor (IEPA) at the end of the 90 minutes.

The simulated task is carried out under exam conditions and invigilated.

Once the IEPA has received the report, they have 15 minutes to review the content and then the apprentice is required to present the report orally to the IEPA as if they were a governor within their educational setting. The oral presentation should last 10 (+/- 1 minute) and following this the IEPA will ask clarification questions regarding the report for a further 10 – 12 minutes.

2. Project Report and Presentation with Questions and Answers

Once the apprentice enters their EPA gateway, they are given 10 working days from their gateway date (end of week two of EPA period) in which to prepare a report based on their workplace project which must then be submitted to the IEPA.

Project report – this is a formal report which must be verified as the apprentice's own work by their employer who must also verify that the report was started and completed in the gateway period. The report must include should not exceed 2000 words (=/- 10%) and may include graphs, tables, and photographs but should not exceed the word limit. The appendices are not included in the word limit but should not exceed the word count for the main report.

- An executive summary



End-Point Assessment Specification: School Business Professional L4

- Methodology
- Review of findings
- Next steps
- Appendices if required

The report will be reviewed by the IEPA prior to the EPA session and will inform the Q&A session which follows the workplace project report presentation carried out by the apprentice during the Project report and presentation EPA component.

The Project report and presentation EPA component begins with the apprentice giving a formal presentation covering their workplace project report. The apprentice may use Powerpoint and presentation aides. The report presentation should last between 10-12 minutes and will be followed by 10 minutes of questions on the topic by the IEPA.

This will then be followed by a further Q&A session covering those areas of the standard which have not been covered in the previous components of the EPA. This Q&A session will last between 20-22 minutes.

Please note that the precise timings given are required by the Assessment Plan.

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 and grade each assessment method separately as Fail, Pass, or Distinction in line with the requirements of the Assessment Plan for the standard.

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



End-Point Assessment Specification: School Business Professional L4

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 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/school-business-professional-v1-0>

https://www.instituteforapprenticeships.org/media/3197/st0575_school-business-professional_l4_ap-for-publication_110619.pdf

www.steadfastepa.co.uk