

Introduction

The role of bid and proposal professionals at Level 3 is integral to how businesses win work. Sometimes it is a separate job/discrete role, and sometimes it is rolled into another function. As a key part of the sales and business development function, the role works across various business teams to bring together compelling, customer focused proposals and tender submissions to win business. The apprentice will develop commercial capability, vital to businesses and valued across all business sectors.

The role of the Bid and Proposal Co-ordinator is to support new business through the full end to end proposal process – from initial interest and co-ordinating activities around pursuit of an opportunity, co-ordination of responses to pre-qualification questionnaires (PQQ), if applicable, and final tender proposal documentation submission. The role involves providing support to all affiliated functions to assist the quality and timely completion of proposal submissions – including organising meetings, structuring and writing proposal content, co-ordinating relevant activities and document management. This role extends to a range of related commercial activity such as sector analysis, trend analysis, engaging in contract law, and developing strategies to win business for a variety of goods and services

Staying in bid/proposal co-ordination and management is the most obvious route but roles in procurement, sales, business development, project management and many more, are options available dependent on the individual and their preferences and appetites

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

The End-Point Assessment

The end-point assessment is intended as an assessment of the apprentice's knowledge, skills and behaviours (KSB's) that are set out in the Bid and Proposal Co-ordinator apprenticeship standard as detailed in the Assessment Plan.

The end-point assessment (EPA) for the Bid and Proposal Co-ordinator consists of the following 2 components.

➤ **Professional discussion supported by portfolio of evidence**

This assessment will take the form of a professional discussion which will be appropriately structured to draw out the best of the apprentice's competence and excellence and cover the KSBs assigned to this assessment method.

The independent assessor will review the portfolio of evidence for context and ask 8 - 10 open questions from their question bank, split equally between scenario and factual based questions, to assess the KSBs listed in the Standard. The discussion, which is envisaged, will include half scenario and half factual based questions to determine the apprentice's level of understanding and will last one hour. This professional questioning should cover a minimum of **2 knowledge areas; 3 skill areas and 3 behaviours.**

Questions could cover, for example:

- **Knowledge:** Please explain your role within the customer engagement and capture planning process of a recent bid
- **Skill:** Tell us about your process for identifying and understanding client requirements along with the importance of putting the customer first and tailoring your submissions
- **Behaviour:** Give me a specific example of when you have displayed professionalism within a team

Portfolio of evidence requirements:

The portfolio of evidence will form the basis for the professional discussion and should include between 12 – 15 pieces of evidence split equally across the three KSB areas as listed in the Standard. I.e., 4/5 pieces of evidence under the knowledge category, 4/5 under skills, and 4/5 under behaviours. The portfolio of evidence must be completed before the apprentice can pass through the Gateway to the EPA. It can be completed using the following types of evidence:

- Witness testimonies e.g. line manager observations
- Recorded observations by third party
- Examples of work e.g. bid plan, response document, written case studies etc.
- Training records (can include formal and informal training)
- Research

The apprentice can use templates to record evidence, including research, training and observation templates, and these can be in any format as long as they contain the information as listed above.

➤ **Knowledge Test**

This assessment method will test the knowledge and 1 skill area (writing and editorial) against criteria set out in the standard and assessment plan

The knowledge test will be delivered remotely through our remote secure testing platform which apprentices will access via a secure login and password. The testing platform also provides a remote invigilation facility which records and reports the online activity throughout the test.

The knowledge test will last for 2 hours and 15 minutes and include 6 questions comprising of 5 essay-style questions and 1 practical written assessment. Each of the five knowledge areas will be assessed (1 question per knowledge area plus the practical written assessment which assesses the writing and editorial skill area) and the test will be closed book meaning no notes or textbooks can be taken into the test.

Essay style questions, which are a level 3 challenge, provide the apprentice with the opportunity for them to discuss, analyse and evaluate information in their answers

- Describing each stage of the end to end bid process within your organisation
- Describing the importance of a bid plan in the lifecycle of a bid opportunity
- Describing the responsibilities of a knowledge base manager and their role within the wider bid team

Practical:

Reviewing a bid question and response or executive summary and suggesting improvements that could be made, including annotations to the wording of the content, and proposals for amendments to the content (e.g. consistent customer name, including call outs, rewrite the opening sentence)

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 to 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:

End Point Assessment Judgements and grading

The IEPA will review all evidence and grade each assessment method separately as Fail, Pass, Merit 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

If an apprentice fails either of the assessment methods, this will result in an overall fail. Apprentices will be able to retake the EPA following a period of further learning and no sooner than six months after the previous assessment.

If the apprentice passes the knowledge test, but fails the professional discussion, the successful knowledge test is carried forward without the need of a retake.

If an apprentice fails the knowledge test, but passes the professional discussion, the successful professional discussion is carried forward without the need of a retake

Where an apprentice has either not attended the assessment or it is deemed there was an extenuating circumstance preventing them from passing the assessment then a resit may be taken (where no further learning is required) and rescheduled directly with Steadfast EPA

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

[Bid and proposal co-ordinator / Institute for Apprenticeships and Technical Education](#)

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