



End-Point Assessment Specification

Bid & Proposal Coordinator

1 *What the* ROLE ENTAILS

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.

2 *On-programme* ASSESSMENT

Before entering Gateway, the apprentice must complete the following on-programme assessment requirements:

- A declaration from the employer that the Apprentice is ready for their Endpoint Assessment
- Level 2 English and maths
- A Portfolio of Evidence

3 *Gateway* REQUIREMENTS

The employer, independent training provider (ITP) and apprentice make the decision to take the apprentice through Gateway. The apprentice must achieve all the required on-programme elements before they enter Gateway



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4 End Point ASSESSMENT

Professional Discussion supported by a portfolio of evidence

The professional discussion should last 1 hour, and 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.

Component Grading:

Fail, Pass, Merit or Distinction

Knowledge Test

The knowledge test is a 2 hour and 15 minute on-demand test, which includes 6 questions comprising of 5 essay-style questions and 1 practical written assessment, which are externally set and marked, covering the knowledge identified on the standard.

Component Grading:

Fail, Pass, Merit or Distinction

5 Completion & CERTIFICATION

We will activate certification once the apprentice has successfully completed all EPAs, and the IEPA has verified this. Working with the apprenticeship certificate issuing authority, we will ensure the apprentice receives their certificate.

Why choose Steadfast EPA?

We are an Ofqual approved End-Point Assessment Organisation (EPAO) specialising in EPA delivery across health, education, care, and business apprenticeship standards. We offer flexible and reliable EPA solutions supported by sector expertise, guidance documents and proactive service and support. We believe that we offer a premium service to our clients, combining excellent customer service with high quality, fair and robust end point assessments

View the full IFATE Bid & Proposal Co-Ordinator Standard

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



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