

End Point Assessment: Business Administrator

Level 3

Ref: ST0070 / AP01

Duration 12 – 18 Months



Pre / During Course Requirements:

English Level 2
Maths level 2
6 weekly meetings between the Training Provider and Employer

Gateway:

Portfolio and Project must be completed

1 month Prior to EPA:

The Portfolio and Project must be submitted to the End Point Assessment Organisation (EPAO)

END POINT ASSESSMENT

Assessment Methods

Knowledge Test:

A one-hour multiple-choice test which includes 50 equally weighted questions each with 4 possible answers. This Must be passed to progress to the next stage of End Point Assessment.

The test is completed online and invigilated. The focus is on 'non-organisational knowledge' outlined in the standards.

Portfolio-Based Interview:

Lasting 30-45 mins and given a percentage score by the End Point Assessment Organisation. The 'Portfolio of Learning' submitted prior to EPA is used as a basis for discussion.

The Portfolio should provide a minimum of one evidence piece per Knowledge, Skill and Behaviour (KSB). The interview will assess understanding of the learning shown in the portfolio.

The interview assesses:

- understanding of the portfolio to validate competence shown.
- self-reflection of performance, demonstrating knowledge and how appropriate skills and behaviours have been applied.
- judgement and understanding to explain appropriate examples.

Project Presentation:

selected by the apprentice, the presentation duration would be around 10 to 15minutes on a project they have completed or process they have improved.

This would be followed by 10 to 15 minutes for questions.

The Presentation is scored as a percentage.

The project will have been started from month 9 of the apprenticeship and completed prior to gateway. The project is sent to the EPAO prior to the presentation for question generation. A project or process improvement would account for 21 to 35 working hours, over the duration of the apprenticeship. It must be work-based; incorporating scoping, planning, managing, communicating to stakeholders, monitoring and reporting results.