



## Overview

End-Point Assessment (EPA) is the final assessment for an apprentice. An apprentice cannot achieve their apprenticeship without passing the End-Point Assessment.

EPA is an opportunity for an apprentice to showcase what they have learnt during their apprenticeship for a Business Administrator. This assessment includes a Knowledge Test, Portfolio-Based Interview and Project Presentation.

End-Point Assessment for a Business Administrator Level 3 can be carried out remotely or face-to-face.



## Gateway

Gateway requirements for a Business Administrator Level 3 apprentices includes:

- Evidence of achieving relevant maths and English qualifications if required by funding regulations or the employer
- Demonstrated on the job IT Skills
- Completion of a Project or Process Improvement
- Typically, 18 months on programme



## Assessment Methods

### Knowledge Test

Apprentices will be given 60 minutes to answer 50 multiple choice questions. This test is delivered online and will be invigilated by an NQual representative.

### Portfolio-Based Interview

The apprentice's portfolio will provide the structure to the interview; therefore, the apprentice will need to discuss their performance over the apprenticeship. The interview should last between 30-45 minutes.

### Project Presentation

The apprentice will deliver a presentation on a project or process they have improved. The presentation will last for 10-15 minutes and will be followed by a 10-15-minute Q&A.



## Results

Results will be communicated within 10 working days of the final assessment.

If an apprentice Fails their EPA component, they will be offered the opportunity to re-sit / re-take the component. It is then up to the apprentice's employer how many attempts an apprentice is given.

Where any assessment method must be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of Pass. Re-sits and re-takes are not offered to an apprentice wishing to move from Pass to a higher grade.



Business Administrator Level 3 (V1.0)



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