



Overview

End-Point Assessment (EPA) is the final stage of the apprenticeship and provides an opportunity for apprentices to demonstrate the knowledge, skills, and behaviours they have developed during their Business Analyst Level 4 apprenticeship.

The assessment for a Business Analyst Level 4 apprentice includes a Project Proposal with Presentation and Questioning and a Professional Discussion Underpinned by a Portfolio of Evidence.

An apprentice cannot achieve their apprenticeship without passing the End-Point Assessment.

The End-Point Assessment for Business Analyst Level 4 may be carried out remotely or face-to-face.

- Typically, 18 months spent on programme (minimum 12 months)



Assessment Methods

Project Proposal with Presentation and Questioning

Apprentices must produce a project proposal which provides a real business benefit. NQual will review the scope presented at Gateway to confirm suitability. The apprentice has 6 weeks from scope approval to complete and submit the proposal and presentation. The proposal will be 5000 words, plus (+/-10%) if required. The presentation will be followed by questioning, with the component lasting a total of 45 minutes.

Professional Discussion Underpinned by a Portfolio of Evidence

The Professional Discussion is a two-way structured discussion between the apprentice and the Independent End-Point Assessor. The Professional Discussion gives the apprentice the opportunity to make detailed and proactive contributions to confirm competency across knowledge, skills and behaviours. A sufficient number of questions will be asked during this assessment, which will last for 60 minutes. Details on the criteria covered can be found within our support pack.



Gateway

Gateway requirements for Business Analyst Level 4 apprentices include:

- Evidence of achieving relevant maths and English qualifications if required by funding regulations or the employer
- The employer must be content that the apprentice is working at or above the occupational standard
- Submit the Portfolio of Evidence
- Submit the Business Proposal title and scope of no more than 500 words



Business Analyst Level 4 (V1.2)



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Results

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

If an apprentice Fails one or more component, they will be offered the opportunity to re-sit / re-take the component(s). 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 can still achieve the maximum EPA grade of a Distinction. Re-sits and re-takes are not offered to an apprentice wishing to move from a Pass to a higher grade.



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