



## 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 an Operations or Departmental Manager. This assessment includes a Professional Discussion and Project Proposal, Presentation and Questioning.

The End-Point Assessment for Operations or Departmental Manager Level 5 can be carried out remotely or face-to-face.

Assessor. It gives the apprentice the opportunity to make detailed and proactive contributions to confirm their competency across the KSBs mapped to the method. The Professional Discussion will last 60 minutes.

## Project Proposal, Presentation & Questioning

A Project Proposal involves the apprentice completing a relevant and defined piece of work that has a real business benefit. The Project Proposal is undertaken after the apprentice has gone through Gateway. Apprentices will then prepare for and deliver a presentation that, along with the proposal appropriately covers the KSBs assigned to this method of assessment.



## Gateway

Gateway requirements for an Operations or Departmental Manager Level 5 apprentice includes:

- Evidence of achieving relevant maths and English qualifications if required by funding regulations or the employer
- Evidence of a complete Portfolio of Evidence demonstrating completion of knowledge, skills and behaviours
- Typically, 30 months on programme



## 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 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.



## Assessment Methods

### Professional Discussion Underpinned by a Portfolio of Evidence

This element will take form as a Professional Discussion between the apprentice and the Independent End-Point



Operations or Departmental Manager Level 5  
(V1.2)



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