

Summary of independent end assessment process

The apprentice will be assessed to the apprenticeship standard using four complementary assessment methods. The assessment is synoptic, i.e. takes a view of the overall performance of the apprentice in their job. The assessment activities will be completed by the independent end assessor as follows:

On demand test:

- 2 hour (including 30 minutes reading time) on demand multiple choice test
- Covers the core and relevant specialist function
- Scenario based questions
- Externally set and marked automatically by the assessment organisation
- Undertaken either on the employer's premises or off-site
- Full details located in Annex B

Practical observation:

- 4 hour observation of the apprentice in the working environment
- Time may be split to cover preparation and service
- Shows apprentice covering a range of tasks in their specialist function
- Full details located in Annex C

Business project:

- Project to look at an opportunity / challenge / idea to make an improvement to the business
- E.g. customer experience, reducing wastage
- Research and write up within two months and then presented to employer and independent end assessor in formal 30 minute presentation with question and answer session
- Full details located in Annex D

Complete the first 3 activities in ANY order

Professional discussion:

- 1.5 hour structured meeting
- Led by the independent end assessor, involving the apprentice and employer (e.g. line manager)
- Focusing on the areas of the standard identified in Annex A
- Full details located in Annex E

Completion:

Independent end assessor confirms that each assessment element has been completed. The overall grade is determined by the independent end assessor based on the combination of performance in all assessment activities and must include distinction in the observation and business project, plus a distinction in at least one of the other assessment activities and a pass in the other to achieve distinction overall.