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 the apprentice has achieved Level 2 maths and English
- 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.