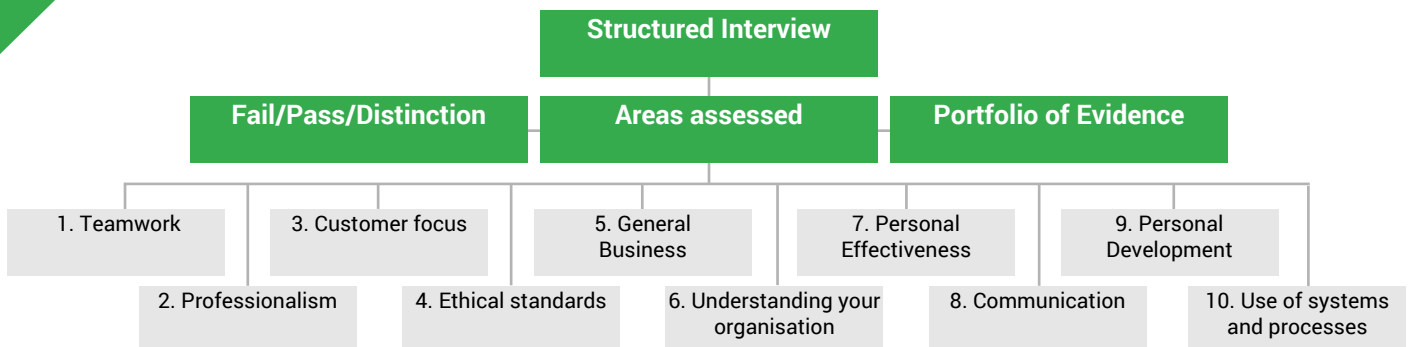


APPRENTICESHIP AAT LEVEL 2 END POINT ASSESSMENT

End Point Assessment Summary



What are the components of the EPA?

IN TRAY TEST

The test will be 105 minutes (includes 15 minutes reading time at the start). The test will be a combination of questions and data evaluation. The learner will be presented with approx. 1500 word scenario.

Part 1 – 20 MCQs (20%)

Part 2 – 3 short written response questions (15%)

Part 3 – IT data entry to demonstrate skills and correct errors (65%)

PORTFOLIO OF EVIDENCE

In preparation for the structured interview, the apprentice will produce a portfolio of evidence that will be signed off by the employer as part of the gateway requirements. Although the portfolio does not contribute towards the overall grade and is not an assessed part, apprentices must submit to AAT, within two weeks of the gateway and at least one month before the scheduled EPA, a sufficient summary of competence against each knowledge, skill and behaviour assessed in the structured interview. The Portfolio must contain a minimum of four pieces of evidence that when cross-referenced, sufficiently demonstrate competence against all requirements.

The typical elements of the portfolio are:

- Job related certificates
- Observation report undertaken by a third party (e.g. a workplace mentor)
- Completed observation checklist and related action plans
- Worksheets, assignment projects and reports
- Record of any formal discussions (e.g. professional discussion, performance review)
- Record of oral and written questioning
- Apprentice and peer reports.

STRUCTURED INTERVIEW

Discussion - This will be a 1 hour duration with an IA and will focus on the portfolio. There are 10 questions to be drawn from the AAT question bank and the assessor has the discretion to ask additional questions in the provided time. The interview will be conducted through SEPA

APPRENTICESHIP AAT LEVEL 2 END POINT ASSESSMENT

Portfolio of Evidence

Your portfolio will be used to demonstrate your competence in the KSB's as defined in the standard, which have been gathered from practical experience in the workplace.

Examples of evidence

- Job related certificates
- Observation report undertaken by a third party (e.g. A workplace mentor)
- Completed observation checklist and related action plans
- Worksheets, assignment projects and reports
- Record of any formal discussions (e.g. Professional discussion, performance review)
- Record of oral and written questioning
- Apprentice and peer reports.

Types of Evidence

Direct

- Observation by your tutor and then recorded or written up
- Projects or work-based assignments
- Personal reports
- Minutes of meetings
- Action plans/progress reports
- Internal or external communications
- Certified achievement for qualifications
- Responses to written questions
- Video or authenticated audio

Indirect (use to support direct)

- Witness testimonies by those within your organisation
- Witness testimonies by clients or other external parties
- Attendance on courses relevant to learning outcomes
- Membership of related committees or outside organisations

What to expect from the structured interview

The 1 hour discussion will provide you with the opportunity to discuss your knowledge skills and behaviours gained throughout your apprenticeship.

It will be with an independent assessors and is used to clarify points or to discuss in more detail evidence presented in your portfolio.

The IA will record outcomes from the discussion to enable effective verification and show the due process has been followed.

The interview will cover 10 questions from the AAT question bank.

Further questions will be asked based on the evidence presented in your portfolio.

APPRENTICESHIP SAFEGUARDING & PREVENT

What should you be doing whilst on-programme to prepare for EPA?

Portfolio	<ul style="list-style-type: none"> • Gather work based evidence and work product to meet KSB • Reflect on your experiences and achievements at work as often as possible • Prepare/collect - CV, Job Description, Organisation Chart
Refine your portfolio	<ul style="list-style-type: none"> • Start to identify those pieces of evidence you want to show case • Identify which criteria they map to - can you add anything to them (for example a reflection/ witness testimony) • Examples of where things haven't gone to plan are great to reflect on and discuss/expand
Dates	<ul style="list-style-type: none"> • Add all EPA dates to your planner • Discuss with your line manager if you need further time on your portfolio /experiences • Make sure your manager will be available to sign off your portfolio on Portfolio day 2
Interview Preparation	<ul style="list-style-type: none"> • Review and practice the defined interview questions. You will have an opportunity to attend a mock interview with one of our assessors • Know your portfolio and be prepared to expand on/explain any evidence you hve included (what went well, what have you learned, what could be improved next time)
Interview with IA	<ul style="list-style-type: none"> • An interview date will be offered within 4 days of submitting your portfolio. You must ensure you are available. • You MUST attend the scheduled day, once arranged this cannot be cancelled or rescheduled • Be available to attend First Intuition or provide a quiet suitable room at your workplace

Scheduling

For an EPA to be scheduled:

- The apprentice must have completed a minimum of 12 months' on-programme learning
- The portfolio of evidence needs to be signed off by the provider and employer before submission
- The apprentice must be deemed competent in relation to knowledge, skills and behaviours.

The Assessment components of the EPA are scheduled and managed using the EPA software system, Smart End Point Assessment (SEPA). Once an apprentice has been registered they can access the platform, upload portfolio evidence and review their details.

As the training provider we will:

- Confirm the gateway has been met
- Schedule the EPA components
- Review results for both components of the EPA.