



Chartered Manager Degree Apprenticeship - End Point Assessment (EPA) Overview



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February 2024



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1. EPA headlines

- Completed Professional Management Degree
- Must provide gateway requirements according to EPAO listed below
- Must have ID and Webcam for EPA
- 3 Assessment methods at EPA

Work Based Project and Presentation

- Project will take place during Level 6 (pre-Gateway)
- Project will be assessed for both the Degree and the Apprenticeship
- The application of knowledge, skills and behaviours from the apprenticeship standard must be demonstrated
- The project should be conducted as part of the apprentice's normal work

Portfolio

- To demonstrate the apprentice's very best work
- Able to start putting a portfolio together from the first day of learning
- Portfolio will demonstrate how the apprentice has applied the knowledge, skills and behaviours in the workplace
- Will form the basis of the interview

Competency Based Interview

- The interview is an opportunity for the independent assessor to clarify any questions they have from their assessment of portfolio
- The interview will last approximately 30-45 minutes
- This will be completed on a one-to-one basis with six core questions asked
- Open-book assessment meaning that the apprentice is able to have access to their portfolio and/or work-based project report in order to support them in their answers (these should only be used as a prompt and should not distract the apprentice from answering the questions asked of them.)



2. Gateway

Gateway is the point that the employer is satisfied that the apprentice is consistently working at or above the level set out in the occupational standard. In making this decision, the employer may take advice from the training provider, but the decision must ultimately be made by the employer.

Apprentices must meet the following gateway requirements for Level 6 Chartered Manager Degree Apprenticeship programme:

- Confirmation that the Degree has been completed
- Completion of a Portfolio of Evidence
- Completion of a work-based project
- EPA gateway readiness checklist
- Level 2 English and Maths evidence
- Completion of the Off the Job hours

The EPAO determines when all gateway requirements have been met, and the EPA period will only commence once the EPAO has confirmed this.

3. End Point Assessment

For the End Point Assessment, the learner must complete the following assessments

- Assessment method 1: Work Based Project and Presentation
- Assessment method 2: Portfolio
- Assessment method 3: Competency Based Interview

Assessment Method 1: Work Based Project and Presentation

The Work Based Project assessment is graded from 0-35. The marks from all assessment methods will be combined to give a final grading. This assessment has two components.



Component 1: Work Based Project

The project, based on an agreed business problem that forms part of the apprentice's job role, is completed before Gateway and forms part of the degree. The employer must ensure the apprentice has sufficient time and the necessary resources to enable the project to be undertaken. Whilst completing the project, the apprentice should be subject to normal workplace supervision.

Apprentices must document their assumptions and highlight the consequences of these assumptions – enabling them to demonstrate their understanding of commercial pressures and the application of their thinking and problem-solving skills. A statement of authenticity must be signed to confirm the project is the work of the apprentices.

Component 2: Presentation

This component will be completed at the same time as Assessment Method 3: Competency Based Interview. The apprentice will deliver a 15 minute presentation to the independent assessor, which describes the objectives and outputs of their work based project, and will demonstrate:

- What the apprentice set out to achieve
- What they have produced in the report
- How they approached the work and dealt with any issues
- Confirm the demonstration of appropriate interpersonal and behavioural skills

Following their presentation the apprentice will complete a 15-minute question and answer session, which includes a minimum of 3 core questions focussing on the work-based project.

Assessment Method 2: Portfolio

The portfolio assessment is graded from 0-55. The marks from all assessment methods will be combined to give a final grading.

The completed portfolio will be assessed by an independent assessor who makes their own judgement on the quality of the work. The independent assessor will note particular aspects of the work that they wish to discuss with the apprentice during the interview, either to confirm their judgement and/or provide further information on which to base their grading decisions.



The portfolio is to demonstrate the apprentice's best work, enabling them to demonstrate how they have applied their knowledge, skills and behaviours in the workplace.

A range of material can be used within the portfolio, such as reports, minutes, reflection, demonstrations and feedback from employer and peers. This evidence can be gathered from the first day of learning.

Assessment Method 3: Interview

The interview assessment is graded from 0-10. The marks from all assessment methods will be combined to give a final grading. The apprentice will be given a minimum of 7 days' notice of the interview, which will be conducted via a video call at the same time as the Project Presentation (detailed in Assessment Method 1).

The apprentice will provide responses to six competency-based questions put to them by the independent assessor. The questions will require the apprentice to draw on their experiences throughout their apprenticeship but will also focus on the findings/recommendations made within their Work Based Project activity.

4. Grading

The marks from all three assessment methods will be combined to give a final grading.

Grade	Total Mark
Distinction	70+
Merit	60+
Pass	50+
Fail	Less than 50

Further information on the Level 6 Chartered Manager Degree Apprenticeship EPA can be found in the [assessment plan](#). A full list of the Knowledge, Skills and Behaviours (KSBs) can be found on the Institute for Apprenticeships website [here](#).

