Senior Leader Master's Degree Apprenticeship - End Point Assessment (EPA) Overview

Contents

1. EPA headlines

- Requires completion of a Master's degree in management
- EPA period typically lasting 3 months
- Must provide gateway requirements according to EPAO listed below
- Must have ID and Webcam for EPA
- 2 Assessment methods at EPA

Project showcase, based on work-based project, including report, presentation and questioning

- Presentation is to last 20 minutes (+/- 10%)
- Minimum of seven days' notice will be provided to the apprentice
- The report has a 4,000 word limit (+/- 10%)
- Questioning will last 25-30 minutes

Professional discussion based on a review of portfolio

- Will last 50-60 minutes
- Minimum of seven days' notice will be provided to the apprentice
- Apprentice can have access to their portfolio of evidence

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 Senior Leader Master's Degree Apprenticeship programme:

- Confirmation of successful completion of a Master's degree in management
- 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: Project showcase, based on work-based project, including report, presentation and questioning
- Assessment method 2: Professional discussion based on a review of portfolio

Assessment Method 1: Project showcase, based on work-based project, including report, presentation and questioning

The project showcase assessment is graded Pass, Merit, Distinction or Fail. This assessment has two components, and across these components the apprentice must cover:

- What the apprentice set out to achieve, how they approached the work and dealt with any issues
- The key outcomes of the work-based project
- Recommendations and lessons learned from the work-based project

Component 1: Work-based project report

The word count for this assessment is 4,000 words (+/- 10%). The report can include diagrams, tables, and photos where they add value to the report but will be included within the word count.

Component 2: Presentation with questioning

The apprentice will deliver a 20 minute (+/- 10%) presentation to the independent assessor followed by a 25-30 minute questioning session. The questioning will consist of open questions.

Assessment Method 2: Professional discussion based on a review of portfolio

The professional discussion assessment is graded Pass, Merit, Distinction or Fail. This discussion will last for 50-60 minutes and the learner will receive a minimum of seven days' notice.

The completed portfolio will be reviewed by an independent assessor and the apprentice is encouraged to refer to their portfolio during this discussion. The independent assessor will use the professional discussion to clarify and questions from their review of the portfolio and explore aspects in greater detail.

4.   Grading

Both assessment methods must be passed in order to pass overall.

Project Showcase	Professional Discussion	Overall Grade
Pass	Pass	Pass
Pass	Merit	Pass
Pass	Distinction	Pass
Merit	Pass	Pass
Merit	Merit	Merit
Merit	Distinction	Merit
Distinction	Pass	Pass
Distinction	Merit	Merit
Distinction	Distinction	Distinction

5.   Resit and Retakes

Both assessment methods must be successfully passed. If an apprentice fails one or more assessment method(s) then they can re-sit/re-take. It is recommended, but not required, that the apprentice waits one month before re-taking. If a re-take is required, then further learning is needed.

Further information on the Senior Leader Master's 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.