

Level 3 Retail Team Leader

EPA-Kit

The Highfield Approach

- Documents used in developing this end-point assessment
- Specific considerations

The Highfield Approach

This section describes the approach Highfield has adopted in the development of this end-point assessment in terms of its interpretation of the requirements of the end-point assessment plan and other relevant documents.

Documents used in developing this end-point assessment

Standard (2016)

<https://www.instituteforapprenticeships.org/apprenticeship-standards/retail-team-leader/>

End-point assessment plan (September 2016)

https://www.instituteforapprenticeships.org/media/1184/retail_team_leader.pdf

Common approach

People 1st – Edition 3, March 2018

Employer Occupational Brief

People 1st – October 2016

Specific considerations

On-demand tests - Highfield has used 40 questions and 60% is the pass mark for the on-demand test.

The end-point assessment plan states that the business project will be presented to the end-point assessor. The apprentice will have 30 minutes, to include time for questions and answers at the end. The employer representative may be present, to support, but not lead the apprentice and to confirm information, at the assessor's request.

The end-point assessment plan states that the professional discussion will be a structured discussion between the apprentice and the end-point assessor. The employer may be present, to support, but not lead the apprentice and to confirm information, at the assessor's request.

The employer will not be allowed to add any further information or examples to what the apprentice has stated or lead them in any way. Highfield would encourage the employer/training provider and the apprentice to plan for both the business project presentation and the professional discussion and consider what resources they may bring with them to support them during these sessions. This must be their own work and will only be used to support their presentation and discussion.

The professional discussion will need to take place in a suitable environment and should last for 1 hour. The discussion will be against the set criteria that are outlined in the following pages and will be appropriately structured to draw out the best of the apprentice's energy, enthusiasm, competence and excellence.

All of the evidence criteria used within this end-point assessment have been taken directly from the retail team leader standard: assessment plan, Annex E.