

# Highfield Level 3 End-Point Assessment for Recruitment Consultant

EPA-Kit

## Assessment Summary

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# Assessment Summary

The end-point assessment for recruitment consultant is made up of 2 components that must be taken in the following order:

1. Project assignment (PA) of 3,000 words (+/- 10%)
2. Professional discussion, which has a 1-hour duration

As an employer/training provider, you should agree a plan and schedule with the apprentice to ensure all assessment components can be completed effectively.

Each component of the end-point assessment will be assessed against the appropriate criteria laid out in this guide.

## Project assignment

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- The project assignment is marked out of 100
- The mark from the project is aggregated with the mark from the professional discussion to determine the overall result
- A minimum of 40 marks must be achieved from the project assignment before the apprentice can be considered for a pass
- The minimum marks outlined in each section must also be attained before the apprentice can be considered for a pass
- The project assignment is not graded separately

## Professional discussion

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- The professional discussion is marked out of 100
- The mark from the professional discussion is aggregated with the mark from the project assignment to determine the overall result
- A minimum of 40 marks must be achieved from the professional discussion before the apprentice can be considered for a pass
- The minimum marks outlined in each section must also be attained before the apprentice can be considered for a pass
- The professional discussion is not graded separately

## Grading

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There are 3 possible grades for the end-point assessment: fail, pass and distinction.

The apprentice will be awarded with a mark for each assessment component. The overall grade will be derived from the mark achieved for each of the 2 assessment components, taking account of the weighting. Due to the importance of competence in a verbal discussion, a skill that is vital to success in the role of a recruitment consultant, more weight has been given to the professional discussion.

Assessment component	Weighting
Project assignment	40%
Professional discussion	60%

The mark achieved for each assessment component is adjusted according to the above weightings and added together to give a final percentage, which will determine the overall grade, as follows:

Grade	Mark Required
Distinction	> 79%
Pass	55% - 79%
Fail	< 55%

## Retake and resit information

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Should an apprentice fail 1 assessment activity on the first attempt, a resit should be scheduled as soon as the apprentice is ready, when practicable for the business and in line with the policies, practices and procedures of Highfield.

The resit is normally expected to take place after all the required assessments have been taken and the individual assessment results and overall apprenticeship result has been given to the apprentice.

In the case of the project assignment, apprentices may choose to revisit their original brief or choose a new brief for resubmission.

There is no restriction on the grade that can be awarded to an apprentice if a resit has taken place.

Should an apprentice fail both activities, a period of further training and development lasting between 1 and 3 months must take place before a retake is scheduled. The decision on how much time is required is based on a discussion between the apprentice, their employer and end-point assessor.

## Summary of end-point assessments

Project Assignment	Professional Discussion
<p>The project assignment has been designed to assess the apprentice’s knowledge, skills and behaviours through utilising their ability to research, organise and deliver a written assignment within a defined time frame to the required standard, as they would in the real work environment.</p>	<p>A 1-hour structured meeting, led by the end-point assessor.</p>
<p>Within 7 days of progressing to end-point assessment, the apprentice will be given a brief for their project assignment.</p> <p>It will have a word count of 3,000 words (+/-10%). Further supporting information, such as testimonials, screenshots, etc. may also be included but will not be taken into consideration for the word count.</p>	<p>The professional discussion will be conducted in a ‘controlled environment’, e.g. a quiet room, away from the normal place of work. If for any reason it is not possible for all involved to meet in the same place, end-point assessors must ensure adequate controls are in place to maintain fair and accurate assessment.</p> <p>The professional discussion may be conducted using technology such as video link, as long as fair assessment conditions can be maintained.</p> <p>Acceptable means of remote assessment include video-conferencing/video calling and must include a 2-way visual and audio link.</p>