

# Highfield Level 3 End-Point Assessment for Business Administrator

EPA-kit

## Mapping

## End-Point Assessment Mapping at a Glance

Standard	Assessment Method	Criteria Reference
The organisation	PI T	K1.1-K1.3 K1.4
Value of their skills	PI PP	K2.1-K2.4 K2.5-K2.7
Stakeholders	PI PP T	K3.1-K3.3 K3.4-K3.5 K3.6-K3.7
Relevant regulation	T PI	K4.1 K4.2-K4.4
Policies	PI	K5.1-K5.2
Business fundamentals	T	K6.1-K6.4
Processes	PP	K7.1-K7.4

Standard	Assessment Method	Criteria Reference
External environment factors	T PI	K8.1 K8.2-K8.5
IT	PI PP	S1.1-S1.3 S1.4
Record and document production	PI	S2.1-S2.7
Decision making	PP	S3.1-S3.7
Interpersonal skills	PP	S4.1-S4.6
Communications	PI PP	S5.1-S5.5 S5.6-S5.7
Quality	PI	S6.1-S6.8

Standard	Assessment Method	Criteria Reference
Planning and organisation	PI PP	S7.1-S7.6 S7.7-S7.9
Project management	PP T	S8.1-S8.3 S8.4-S8.6
Professionalism	PI	B1.1-B1.10
Personal qualities	PI	B2.1-B2.2
Managing performance	PI	B3.1-B3.6
Adaptability	PI	B4.1-B4.4
Responsibility	PI PP	B5.1-B5.6 B5.7-B5.8

Key T = Knowledge test

PI = Portfolio interview

PP = Project presentation

## End-Point Assessment Mapping at a Glance: By Assessment Method

Assessment Method	Standard	Criteria Reference
Knowledge Test	Project management The organisation Stakeholders Relevant regulation Business fundamentals External environment factors	S8.4 - S8.6 K1.4 - K1.5 K3.6 - K3.7 K4.1 K6.1 - K6.4 K8.1
Portfolio Interview	IT Record and document production Communications Quality Planning and organisation The organisation Value of their skills Stakeholders Relevant regulation Policies External environment factors Professionalism Personal qualities Managing performance Adaptability Responsibility	S1.1 - S1.3 S2.1 - S2.7 S5.1 - S5.5 S6.1 - S6.8 S7.1 - S7.6 K1.1 - K1.3 K2.1 - K2.4 K3.1 - K3.3 K4.2 - K4.4 K5.1 - K5.2 K8.2 - K8.5 B1.1 - B1.10 B2.1 - B2.2 B3.1 - B3.6 B4.1 - B4.4 B5.1 - B5.6
Project Presentation	IT Decision making Interpersonal skills Communication Planning and organisation Project management Value of their skills Stakeholders Processes Responsibility	S1.4 S3.1 - S3.7 S4.1 - S4.6 S5.6 - S5.7 S7.7 - S7.9 S8.1 - S8.3 K2.5 - K2.7 K3.4 - K3.5 K7.1 - K7.4 B5.7 - B5.8