

Highfield Level 3 End-Point Assessment for Business Administrator

EPA-kit

The Highfield Approach

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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 (ST0070, 2017):

<https://www.instituteforapprenticeships.org/apprenticeship-standards/business-administrator/>

End-point assessment plan (AP01, 2017):

https://www.instituteforapprenticeships.org/media/1239/business_administrator.pdf

Specific considerations

In accordance with the business administrator assessment plan, Highfield has detailed which criteria **MUST** be covered by which assessment method at the end of this guide. Additionally, there are some criteria within the assessment plan that had been open for assessment by multiple assessment methods. Highfield has determined which assessment method these criteria will fall within and there is no carry-over of these assessment criteria between assessment methods.

All of the evidence criteria used within the end-point assessment have been written by Highfield and are based on the Business Administrator Apprenticeship Standard and its assessment plan.

The assessment plan states that the knowledge test should typically be passed before progressing to the portfolio interview and project presentation. Highfield will schedule all 3 assessments at once, the knowledge test taking place on a separate day, prior to the portfolio interview and project presentation. Typically, the apprentice will pass the test before they take the other two assessment methods. However, if they do not pass the knowledge test on their first attempt, they may proceed with attempting the other assessment methods before re-attempting the test. This interpretation of the assessment plan has been adopted to facilitate manageability for the employer, the training provider and the EPAO. Highfield will issue the overall result within 12 working days of the final assessment method.