

Highfield Level 3 End-Point Assessment for Spectacle Maker

EPA-Kit

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Assessment Summary

The end-point assessment for the spectacle maker apprenticeship is made up of 2 components:

1. Direct observation, which has a 1-2 hour duration
2. Professional discussion, which has a 1-2 hour duration

The two end-point assessment activities should be taken on the same day, within an 8-hour period.

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, which will be used to determine a grade for each individual component.

Direct observation

- The direct observation is graded pass/distinction
- To achieve a pass, the apprentice will need to complete the direct observation and achieve 100% of pass criteria
- To achieve a distinction, the apprentice will need to achieve 100% of the pass criteria, and at least 64% of the distinction criteria (14 out of 22).

Professional discussion

- The professional discussion is graded pass/distinction
- To achieve a pass, the apprentice will need to complete the professional discussion and achieve 100% of pass criteria
- To achieve a distinction, the apprentice will need to achieve 100% of the pass criteria, and at least 66% of the distinction criteria (25 out of 38).

Grading

The end-point assessment of the spectacle maker apprenticeship will be graded, with the available grades being pass or distinction. Apprentices must achieve at least a pass in both methods of the end-point assessment in order to complete the apprenticeship. To attain a distinction grade, the apprentice must satisfy the EPA that they have achieved at least 64% (14 out of 22) of the direct observation criteria and 66% (25 out of 38) of the professional discussion criteria outlined in the distinction section of each criteria.

The two end-point assessment methods will contribute towards the overall grade decision of a pass or distinction.

Retake and resit information

If an apprentice does not pass one or more of the components there will be an opportunity to resit/retake. However, all parties should be confident that the apprentice is ready to start the end-point assessment before the process is started.

Resits 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 Assessment.

Summary of end-point assessments

Direct observation	Professional discussion
<p>In order to provide sufficient flexibility in the workplace and to allow for normal working patterns and interruptions that may occur, we would expect this process to take between 1-2 hours to allow the apprentice sufficient opportunity to demonstrate their knowledge, skills and behaviours.</p>	<p>The professional discussion will be a structured discussion between the apprentice and the end-point assessor, following the observation, to establish the apprentice's understanding and application of knowledge, skills and behaviours. The professional discussion will take place on the same day in a suitable environment and should last for approximately 1-2 hours, which will provide flexibility in the work environment and sufficient opportunity for the assessor to determine the level of grade.</p>
<p>This will be pre-planned and scheduled at the apprentice's normal place of work and will be carried out by the end-point assessor. The direct observation should enable the apprentice to demonstrate their skills, knowledge and behaviour from across the standard to demonstrate genuine and demanding work objectives.</p>	<p>During the professional discussion, the apprentice will be able to call upon any on-programme evidence collected to support their comments.</p>
<p>The direct observation will be a naturally occurring real-work situation. Each situation within the observation will be different, and the assessor will also ask questions alongside the observation to look for additional understanding of the practical elements being assessed. If required, demonstration of a particular skill can be requested during this observation, if it has not naturally occurred, to ensure the apprentice can demonstrate the full breadth of skills necessary to pass the end-point assessment.</p>	<p>The professional discussion will be conducted in a 'controlled environment' i.e. a quiet room, away from the normal place of work. The professional discussion can take place remotely and where the discussion is not face-to-face, end-point assessors must ensure adequate controls are in place to maintain fair and accurate assessment, and have robust procedures in place to authenticate the learners' identity.</p>