

Highfield Level 3 End-Point Assessment for Hospitality Supervisor – Events Supervisor pathway

EPA-Kit

Mock Assessment Materials – Practical Observation

Mock Assessment Documentation

The following section contains materials that can be used to carry out a mock practical observation in order to prepare apprentices for their end-point assessment.

Mock Marking Grids

Practical Observation		
Ref	Assessment Criteria (Pass)	
BU8	Ensure all actions are in line with business/brand standard	
BU9	Ensure all activities comply with legal requirements, industry regulations, social responsibility, professional codes and organisational policies/standards	
BU10	Monitor the team during activities to ensure correct performance levels are achieved	
PE6	Brief the team on required activities, setting realistic work objectives	
PE7	Communicate effectively with team, customers and other departments/stakeholders	
TL3	Provide leadership, supervision and support to the team and its members as required, leading by example to maximise performance	
E8	Prepare the relevant areas for the event, ensuring business/brand standards are maintained and menus/promotional materials are up to date and presented accurately	
E9	Ensure stock/resources are ready for service	
E10	Ensure the client brief is followed and that the key contact is liaised with at regular, appropriate intervals	
E11	Ensure required records/documentation are accurately completed in line with organisational procedures	
Ref	Assessment Criteria (Distinction)	
BU11	Actively promote business/brand standard when briefing team members and monitoring service	
BU12	Minimise potential disruption by pro-actively addressing the activities and identifying and addressing issues in advance	
PE8	Plan activities to maximise time and available resources	
PE9	Ensure communications are efficient, understood and resultant actions undertaken at the appropriate time	

TL4	Identify opportunities to 'go the extra mile' with either customers or in supporting team	
-----	---	--