

Level 3 Team Leader/ Supervisor

EPA-Kit

The Highfield Approach

- Documents used in developing this end-point assessment
- Specific considerations

The Highfield Approach

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 (2016)

<https://www.instituteforapprenticeships.org/apprenticeship-standards/team-leader-supervisor/>

End-point assessment plan (2017 ST 0384/AP02)

<https://www.instituteforapprenticeships.org/media/1497/team-leader-assessment-plan-revised-24-10-17.pdf>

Specific considerations

All of the evidence criteria used within the end-point assessment have been written by Highfield and are based on the Team Leader/Supervisor Apprenticeship Standard and assessment plan. There is no carry-over of assessment criteria between assessment methods.

The assessment plan does not specify the length of each assessment component and so Highfield has designated the following time periods, based on the criteria to be covered.

Knowledge test:

Highfield has set the knowledge test to contain 30 multiple-choice questions that must be completed within 1 hour. The following criteria will be applied:

- to achieve a **pass**, apprentices will score 15 or above
- **unsuccessful** apprentices will have scored 14 or below

Competency-based interview:

Highfield has designated 1 hour for the competency-based interview. Total marks available for this component is 30. The following criteria will be applied:

- to achieve a **pass**, apprentices will achieve 15 marks or above
- **unsuccessful** apprentices will have achieved 14 marks or below

Professional discussion on CPD activity:

The professional discussion will focus on a CPD activity. The assessment plan for this standard does not specify which standards should be assessed in the professional discussion. Therefore, Highfield has written 4 assessment criteria meeting the requirements laid out in the assessment plan, each worth 5 marks, 20 marks in total. It will last 40 minutes.

The following criteria will be applied:

- to achieve a **pass**, apprentices will achieve 10 marks or above
- **unsuccessful** apprentices will have achieved 9 marks or below

Portfolio of evidence:

To remove over-assessment of the topics listed within the apprenticeship standard, Highfield has ensured the portfolio of evidence will assess the remaining knowledge, skills and behaviours not already assessed by the knowledge test, competency-based interview or professional discussion. The evidence within their portfolio must be their own work and may have been collated during the on-programme part of their apprenticeship.

Total marks available for this component is 20. The following criteria will be applied:

- to achieve a **pass**, apprentices will achieve 10 marks or above
- **unsuccessful** apprentices will have achieved 9 marks or below