

# Highfield Level 2 End-point Assessment for Hospitality Team Member (all pathways)

## Dispensation Guidance

The following COVID-19 temporary discretion has been agreed until further notice and replaces the previous temporary discretion (submission of portfolio). This discretion will apply for any apprentices wishing to make use of the dispensation for assessments with immediate effect. The previous dispensation (submission of portfolio) can be used for assessments up until 28/02/2021.

**Until further notice, the practical observation may be replaced by either:**

- a competency framework record completed by either the training provider or employer, supported by a 30-minute question and answer session, or
- a witness testimony completed by either the training provider or employer, supported by a 30-minute question and answer session.

### Competency Framework Record

This document must be fully completed by either an 'expert witness' from the employer or an on programme tutor/assessor from the training provider. It must state how the apprentice has demonstrated competency against each criterion, drawing on examples witnessed during their apprenticeship programme. If completed by the training provider, it must also be authenticated by the employer. This document must be uploaded to the apprentice's Dropbox folder by the deadline agreed and stated on their booking confirmation.

### Witness Testimony

A witness testimony must be completed by an 'expert witness' from the employer or training provider. It must detail the activities witnessed while the apprentice has been on-programme in order to demonstrate competency. It must then be clearly mapped against the assessment criteria for the observation. If completed by the training provider, it must also be authenticated by the employer. The assessment criteria to be covered can be found in the relevant EPA-kit on our [website](#).

We have provided a template for your use. However, you may use your own template providing it contains the declaration statement and is provided in one of the following acceptable formats:

<i>.docx</i>	<i>.xlsx</i>	<i>.pptx</i>
<i>.pdf</i>	<i>.jpg</i>	<i>.png</i>
<i>.mp3</i>	<i>.mp4</i>	<i>.m4a</i>

The witness testimony must be uploaded to the apprentice's Dropbox folder by the deadline agreed and stated on their booking confirmation.

### **Who is an 'expert witness'?**

An expert witness for this dispensation is defined as someone who is working at a level higher than that of the apprentice and has worked with or trained/assessed the apprentice during their apprenticeship.

### **Question and Answer Session**

All apprentices will be given the opportunity to take part in a 30-minute question and answer session led by the end-point assessor. This will be scheduled to take place remotely prior to the professional discussion over web conferencing. The question and answer session cannot proceed where the witness testimony or the competency framework record does not cover all of the assessment criteria or is not sufficiently authenticated.

This session will centre around where criteria require further expansion or clarification. Apprentices are permitted to bring notes and supporting documents to the question and answer session. As with all assessment activities, a valid form of photo identification must be shown to the assessor at the start of the question and answer session. Further guidance on how to use web conferencing for assessments and the technical requirements will be provided with each booking confirmation.