ILM EPA Guidance Pack
Level 6 Chartered Manager
Degree Apprenticeship

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What we'll cover

Level 6 Chartered Manager Degree Apprenticeship EPA Pack

- **What is included in the pack and where is the key information:**
  - Overview
  - Explanation of key sections and what you'll find in them

- **Focus on assessment methods**
  - Key info on each method, what additional guidance we provide and where to find it.
  - Portfolio focus:
    - Evidence types
    - Portfolio checklist to support evidence selection and preparation
  - **Recording Forms**

The Documents

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Level 6 End-point Assessment for ST0272/AP03 for Chartered Manager Degree Apprenticeship

October 2019 Version 2.3

End-point Assessment Customer Pack

For Centres/End-point Assessment Customers/ Employers/Higher Education Institutions

End-point Assessment Recording Forms

**For Centres/End-point Assessment Customers/ Employers/Higher Education Institutions**

End-point assessment pack – Key Sections

Section 1 Introduction – Who is the document for, an overview of key points in the assessment plan, and of the key roles and responsibilities an apprentice should have whilst undertaking the apprenticeship.

Section 2 The Standard – knowledge, skills and behaviours (KSBs) of the apprenticeship standard

Section 3 End-point Assessment Guidance – Guidance on the EPA process, requirements for gateway, recognition of prior learning (RPL) and authentication of work, grading of each assessment method and overall, resits and retakes, appeals.

Section 4 EPA – Resources required - to allow each assessment to take place.
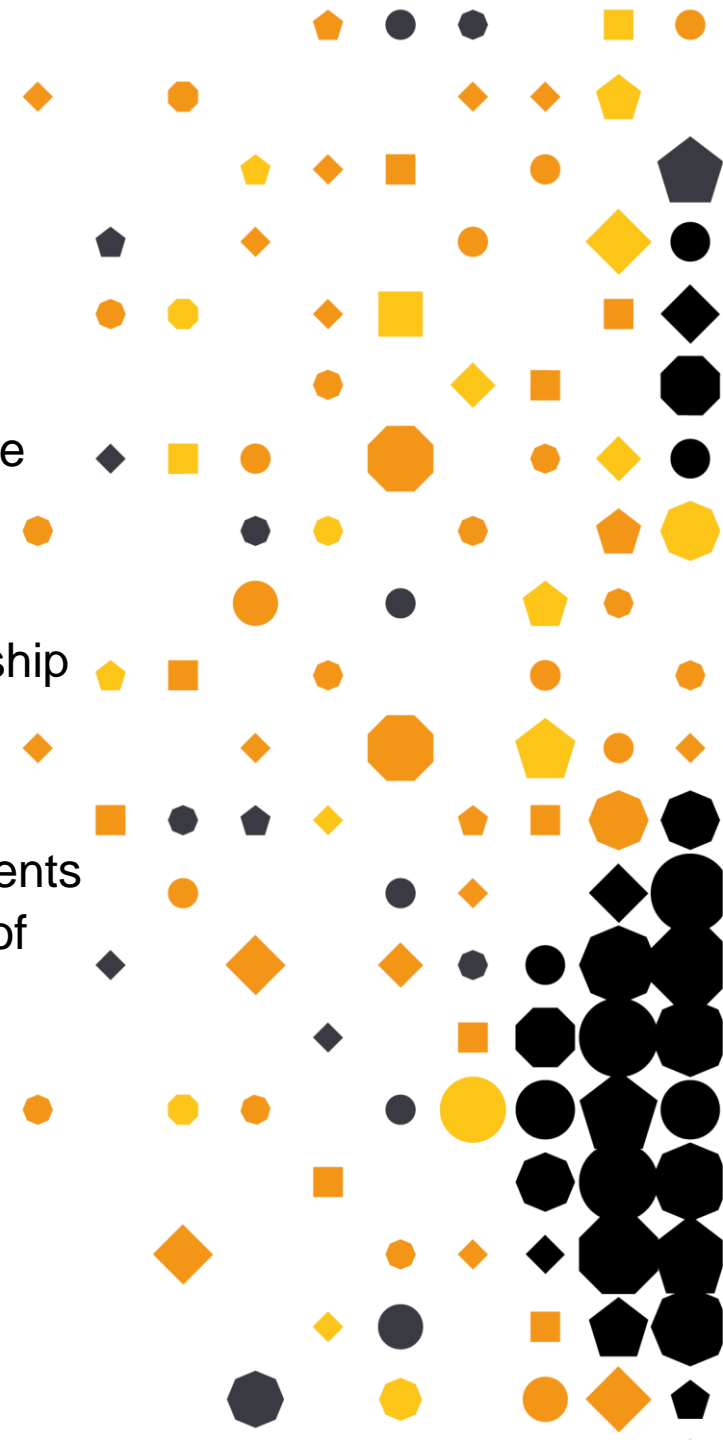
End-point assessment pack – Key Sections

Section 5 EPA Timeline – on programme - prep – Gateway – EPA

Section 6 Guidance for each assessment method – assessment specifications for each method, as well as instructions for both providers and apprentices on what will be assessed, how long assessments will last and what is required

Section 7 Assessment Criteria - details the assessment methods against the criteria and the Grading Descriptors

| Portfolio and Work based project descriptors	
Merit level descriptor	**Distinction level descriptor**
Clear evidence that original critical thinking, analysis and evaluation are used to inform decisions.	Critical evaluation and justification of decisions and actions when managing complex and/or difficult situations, with reflection on outcomes.
Clear evidence of applying organisational values, ensuring they are woven into everyday working and consideration of their impact, **and** Creates an environment enabling staff to engage with each other productively and efficiently.	Ensures sustainable integration of organisational, staff, customer and societal concerns into organisational strategy.
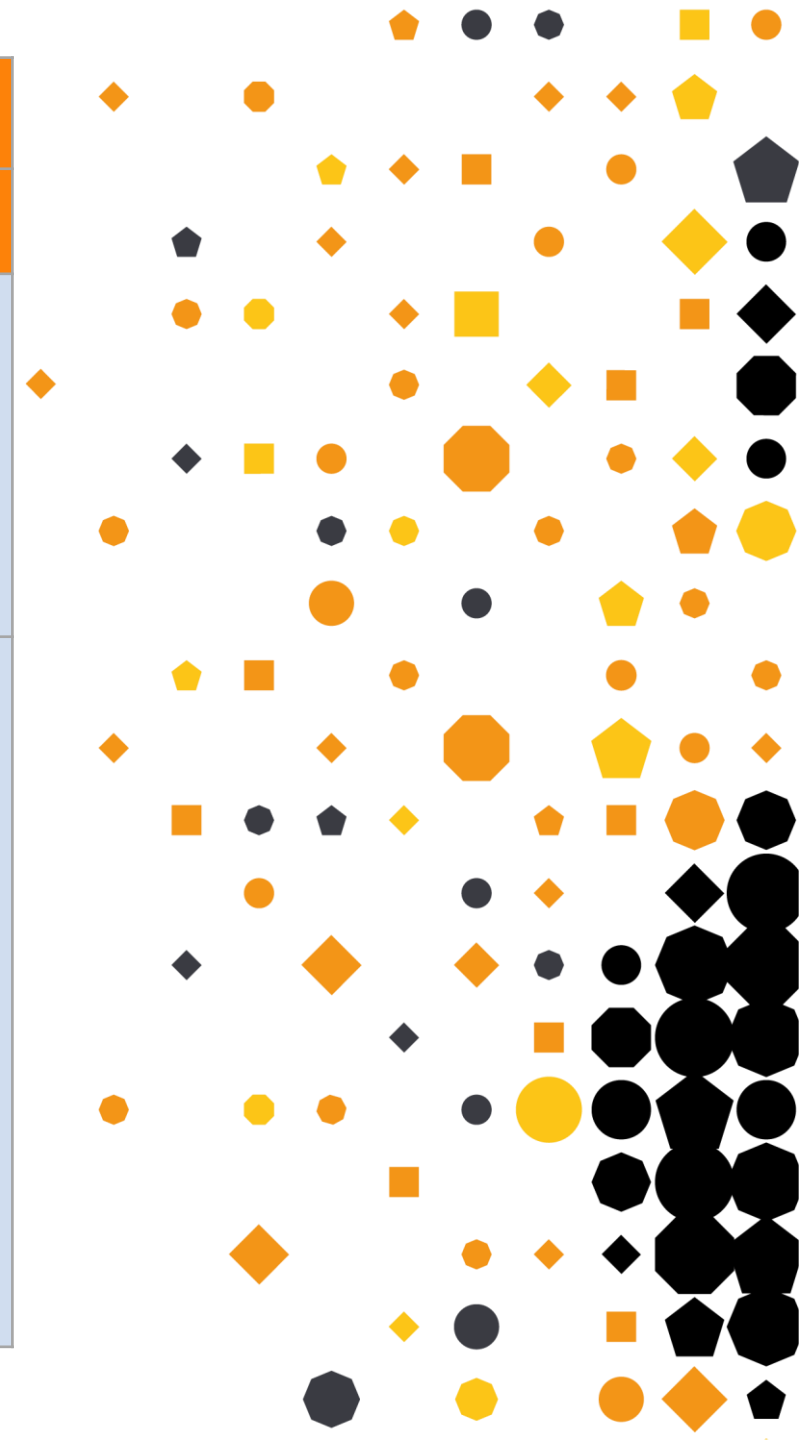
Portfolio (pages 22-29)

Guidance for providers including:

- Evidence presented must have been generated over the period of the apprenticeship only

- There is currently no up or lower limit to the number of pieces of evidence

- Each KSB must be covered by a piece of evidence but each piece should cover multiple knowledge skills and behaviours

Portfolio of evidence – Evidence types

- Work products

- Reports

- Project Plans and Documentation

- Minutes of meetings

- Witness Testimony

- Academic Assignments

- Research Projects

- Presentations

- Feedback from line manager, direct reports and peers including 360 degree feedback approaches

Reports **Presentations** **Work products**
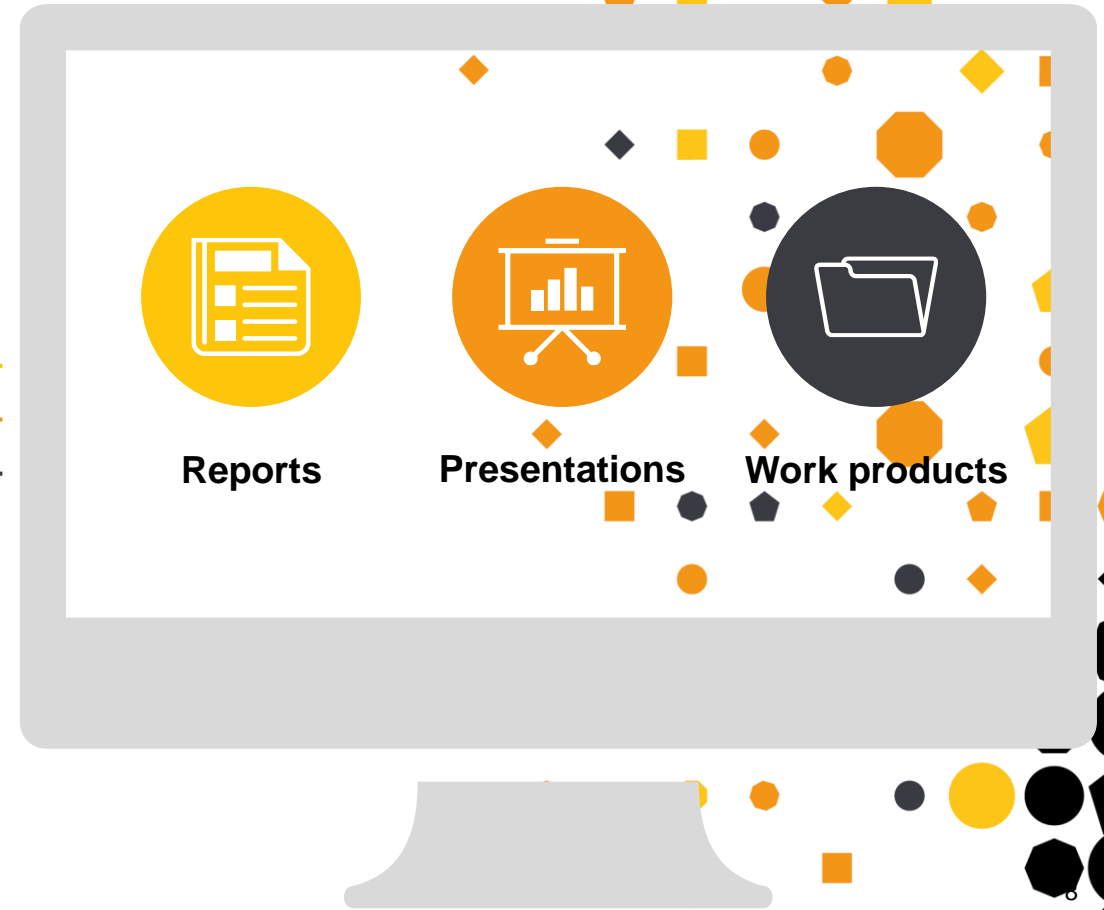
Quality of Evidence

Evidence must meet the requirements of VACS:

- Valid/Relevant – it must be obtained in a real working environment that accurately reflects the candidates day-to-day work. It must relate to the criteria being evidenced.

- Authentic – it must be the candidate's own work, unguided and in a real working environment (where possible). It must be clear what role the candidate has played in producing the evidence presented

- Current – the evidence must have been produced while the learner was on-programme/doing their apprenticeship.

- Sufficient – the evidence must fully cover the criteria it's intended to, partial coverage of an assessment criteria does not demonstrate full knowledge or competence.

Selecting and submitting Evidence

The Portfolio needs to holistically show:

- Acquisition and demonstration of skills

- Demonstration of behaviours

- Evidence collected towards the end of their apprenticeship program,

- Meaty in-depth pieces of work/ activities - likely to provide the most holistic evidence

- Contextualisation by learners is key

- Apprentice's role in producing the work must be clear

Portfolio Checklist (page 25/26)

Additional guidance for the portfolio of evidence:

- A **Portfolio Checklist**, which includes 11 questions to ensure all relevant information is included

	Portfolio checklist
1.	Is all evidence named, dated, and given a reference number on the Evidence Matrix?
2.	Is all evidence valid, authentic, current and sufficient (VACS)?
3.	Does evidence clearly show it is the apprentice's individual work (and if involved in team work is it clear the specific contribution the apprentice made)?
4.	Does the evidence clearly demonstrate their relevant knowledge?
5.	Does it showcase the apprentice's best pieces of work?
6.	Is the majority of the evidence holistic in its nature, and not unnecessarily duplicated?
7.	Is there sufficient evidence to cover the whole of the Standard?
8.	Are any witness testimonies or employer references tailored to the apprentice?
9.	Has any sensitive information been anonymised?
10.	Have all external sources of information being appropriately documented and referenced to the original source, showing clear understanding of how they relate to the criteria?
11.	The HEI and employer have ensured that the apprentice's portfolio includes sufficient evidence for all the criteria

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Portfolio

The IEPA will award 20 marks to the portfolio if

- all of the assessment criteria are successfully evidenced in either the portfolio or work based project, and
- at least 35 assessment criteria are successfully evidenced in the portfolio

- Up to 10 further marks may be awarded for meeting the merit level descriptors.
- Up to10 further marks for meeting the distinction level descriptors as long as all of the merit level descriptors have also been met.
- These marks will be weighted to give the overall mark.

Work Based Project (pages 30-35)

The work based project should include typically include:

- evidence of the design, planning and delivery of the project
- an explanation of the business need which has been identified
- the terms of reference agreed with the HEI and employer

The evidence may take the form of:

- meeting notes and correspondence
- project plans
- communication, stakeholder and document register

Work Based Project

The IEPA will award 20 marks to the project if

- all of the assessment criteria are successfully   evidenced in either the portfolio or work based project, and
- at least 16 assessment criteria are successfully evidenced in the work based project

- Up to 10 further marks may be awarded for meeting the merit level descriptors.
- Up to10 further marks for meeting the distinction level descriptors as long as all of the merit level descriptors have also been met. These marks will be weighted to give the overall mark.

Panel Interview – Presentation and Q&A (pages 36-40)

- **Face to Face 1-1 1/4 hours**
- **Panel consists of HEI, Employer and IEPA**

15 minute Presentation

- What the apprentice set out to achieve
- What they have produced during the project
- How they approached the work and dealt with any issues
- Appropriate interpersonal and behavioural skills

Question and answer session

- After the presentation, a Q&A session of 40-50 minutes will take place between the Panel and the apprentice

Q&A (pages 36-40)

Question and answer session - 40-50 minutes

- Clarify any questions the IEPA has from their assessment of the work based project and portfolio

- Assess behavioural and skills competences in more depth

- Confirm and validate judgements about the quality of work

- Explore aspects of the work, including how it was carried out, in more detail

- Provide a basis for the IEPA to make a holistic decision about the grade to be awarded

- The apprentice will provide responses to a series of competency based questions put to them by the panel members. The questions will require the apprentice to draw on their experiences throughout their apprenticeship but will also focus on their project

Panel Interview (pages 36-40)

The Presentation is marked out of 10

The Q&A is marked out of 30

Marks are awarded where the panel members agree that the apprentice is sufficiently demonstrating the knowledge, skills and behaviours required in the Standard.

The same descriptors provided in the Evidence Matrix for the portfolio and project apply.

Assessment components weighting

Level 6 Chartered Manager

25%

Work-based Project

55%

Portfolio of evidence

20%

Panel interview / Presentation / Q&A

Option to resit assessment component failed

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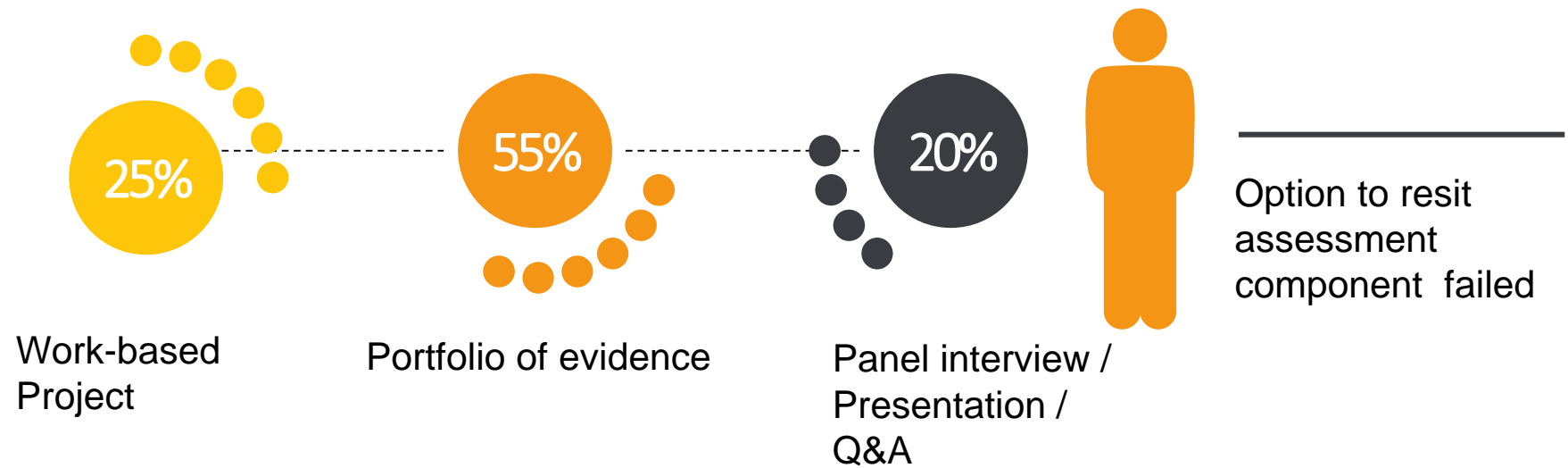
Determining the overall End-point Assessment grade

The individual EPA components collectively assess the knowledge, skills, and behaviours required. The IEPA will assess the individual EPA separately and combine the results to determine the overall EPA grade.

The weighting for each of the three components is set by the assessment plan and used to determine the overall Grade.

Distinction 70+

Merit 60+

Pass 50+

Fail lower than 50

End Point Assessment Recording Forms

- Gateway Declaration Form

- Declaration of Authenticity Form

- Evidence Reference Matrix and Marking form

End Point Assessment Recording Forms

Learning outcome/outcome required The apprentice will:	Assessment criteria The apprentice can:	Evidence Reference	What could this evidence look like?	Pass Descriptor	(EPAO Use) AC Met
Organisational Performance – delivering a long-term purpose					
K1 Operational Strategy **Knowledge – know and understand**					
K1.1 How to develop and implement organisational strategy and plans, including approaches to resource and supply chain management, workforce development, sustainability, taking and managing risk, …	K1.1.1 Evaluate theories of organisational strategies and review own organisations strategy in the context of these		Narrative or academic assignment Professional discussion Product evidence – reviewed organisational strategy and operational plan	Evaluated two or more theories, and own organisation's strategy reviewed against these	

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Everything you need to know about the EPA journey with City & Guilds and ILM

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A City & Guilds Group Collaboration

This document is designed to help you understand our end-point assessment (EPA) journey, from choosing an end-point assessment organisation (EPAO), to results and certification. It aims to give you clear guidance of what you need to do and where you can get support and more information at each stage of the journey.

Stage 1
Choosing your EPAO

Stage 2
Getting set up with an EPA agreement

Stage 3
EPA registration

Stage 4
Your gateway – signing off the apprentice for EPA

Stage 5
EPA booking request

Stage 6
EPA booking confirmation

Stage 7
EPA event

Stage 8
EPA results and certification

Stay on track with our printable guide

How to get in touch

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How ILM can add value to Apprentice achievement

Embedded in EPA:

- Innovative Digital credentials
- Lifetime Royal Charter post-nominals (no annual fee)
- Studying membership of The Institute of Leadership and Management (for duration of course)
- Access to TILM resources
- Pathway to professional membership

On-programme addition (optional):

- ILM L5/6 Professional qualification through dual-accreditation

EPA Preparation Tool

https://www.youtube.com/watch?v=DM2uAQkHI8E

Questions
answers

Key documents and contacts

Key Documents

EPA Pack, Recording Forms

Walled Garden Booking Guide

EPA Portal Guide

8 Steps – EPA Journey

Key Contacts

EPA Support Team - epasupport@cityandguilds.com

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Thank you