Operations/Departmental Manager Assessment Plan Changes

Q&A session

December 2020

Introducing the Technical Advisor

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Agenda for today

- **Introductions**
- **What is changing**
- **Timelines**
- **The Assessment Methods**
  - Portfolio (not assessed – underpins the Professional Discussion)
  - Project Proposal
- **Diploma for Leaders and Managers**
- **Next steps**
- **Questions**

What's new on the Assessment Plan – key changes

What	Current Assessment Plan	New Assessment Plan
Test	Yes	No
Portfolio required	Yes - Assessed	Yes - not assessed (underpins Professional Discussion)
Portfolio submission	Submitted 2 weeks before face to face EPA	Submitted at Gateway
Portfolio – guidance on number of pieces of evidence	No guidance	20 Pieces of evidence
Professional Discussion	Yes – for CPD only	Yes (underpinned by the portfolio of evidence)
Interview/Q&A	Yes	No
Presentation with Q&A	Yes	Yes – based on a Project Proposal

Find the Assessment Plan on the IfATE website here

What's new on the Assessment Plan – key changes (continued)

What	Current Assessment Plan	New Assessment Plan
Grading	Fail/Pass/Merit/Distinction	Fail/Pass/Distinction
Resit	Yes – can achieve any grade	Yes – capped at pass
Pass Mark	50% of Assessment Criteria met	ALL (100%) Pass descriptors need to be met to achieve a pass
Distinction Criteria	No	Yes – all must be met to achieve a distinction
Grading Descriptors	No	Yes – more qualitative focussed rather than quantitative

Find the Assessment Plan on the IfATE website [here](#)

What's new from ILM

What	Current Assessment Plan	New Assessment Plan
Feedback provided to apprentices who fail	Yes (identifies the criteria that has not been met)	Yes (will show gradings for all groupings and where the apprentice has gained a pass and distinction)

Find the Assessment Plan on the IfATE website here

Professional discussion underpinned by a portfolio of evidence (9309-705/755)

Knowledge, Skills, Behaviours (KSBs) Groups

- Operational Planning and Management
- Managing Teams
- Communication Skills
- Personal & Professional Development

Time duration and settings

- 60 minutes plus 10%
- **Minimum of 6** competency based questions

Requirements of portfolio of evidence

- Submitted at Gateway
- The portfolio is **not** directly assessed, it underpins the professional discussion
- Accompanied by mapping document
- Should **not** include reflective accounts or any methods of self-assessment except for evidence S8.1
- At **least one** piece of evidence for mapped KSBs
- Typically 20 pieces of evidence

Find the Assessment Plan on the IfATE website here

Project Proposal, Presentation and Questioning (9309-704/754)

Split across two components

- Assessed holistically
- Component 1 - Project Proposal
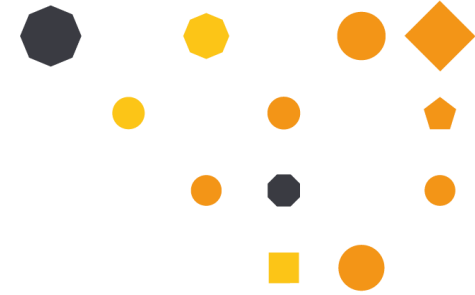- Component 2 - Presentation with questioning

**Knowledge,
Skills, Behaviours (KSBs) Groups**

- Planning their Project Proposal
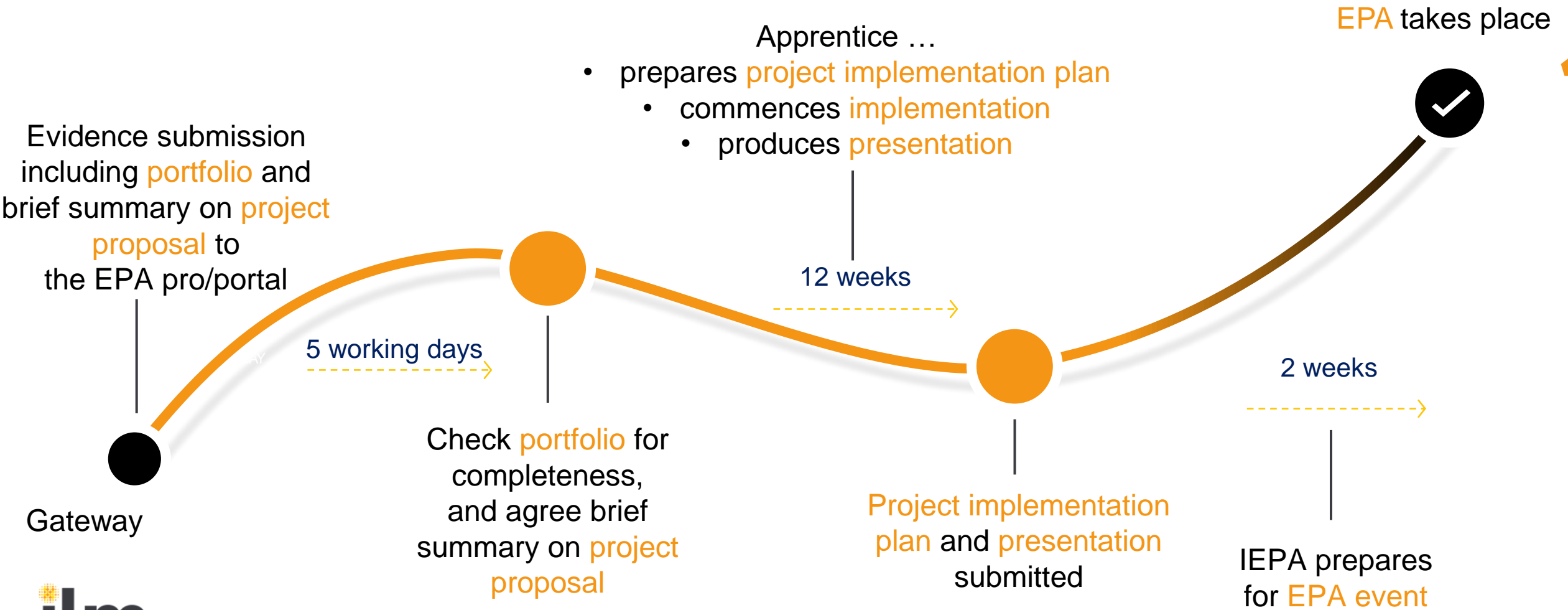- Delivery of their Project Proposal
- Project Proposal Output

Based on any of the following

- The need to review and implement a change plan to improve efficiency in the work place

- The continuous improvement review of a current process, service or product to ensure it is still fit for purpose and meets the current needs of the business

- The need to implement a direct saving (e.g. percentage decrease in direct costs, reduction in headcount) across their team, department or organisation following a reforecast activity
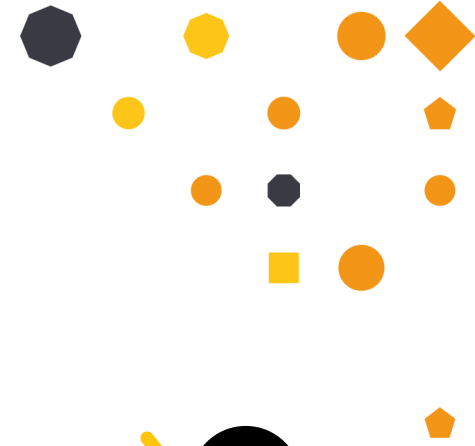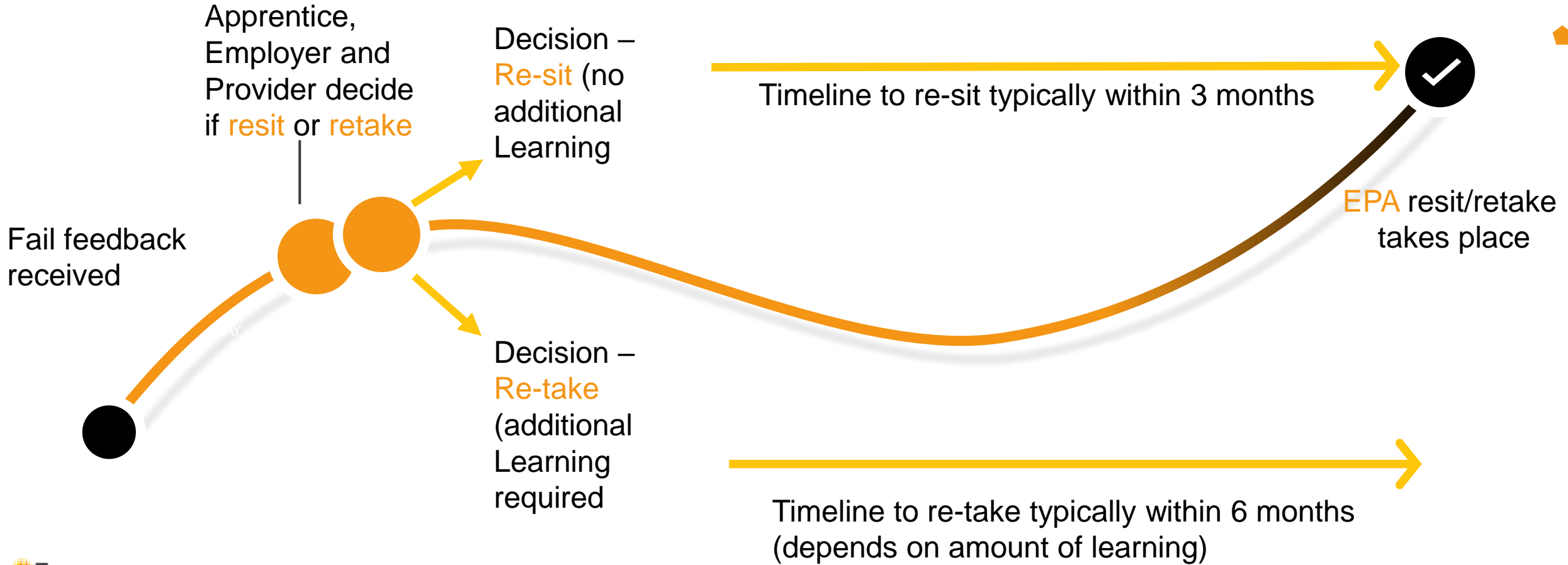
Find the Assessment Plan on the IfATE website here
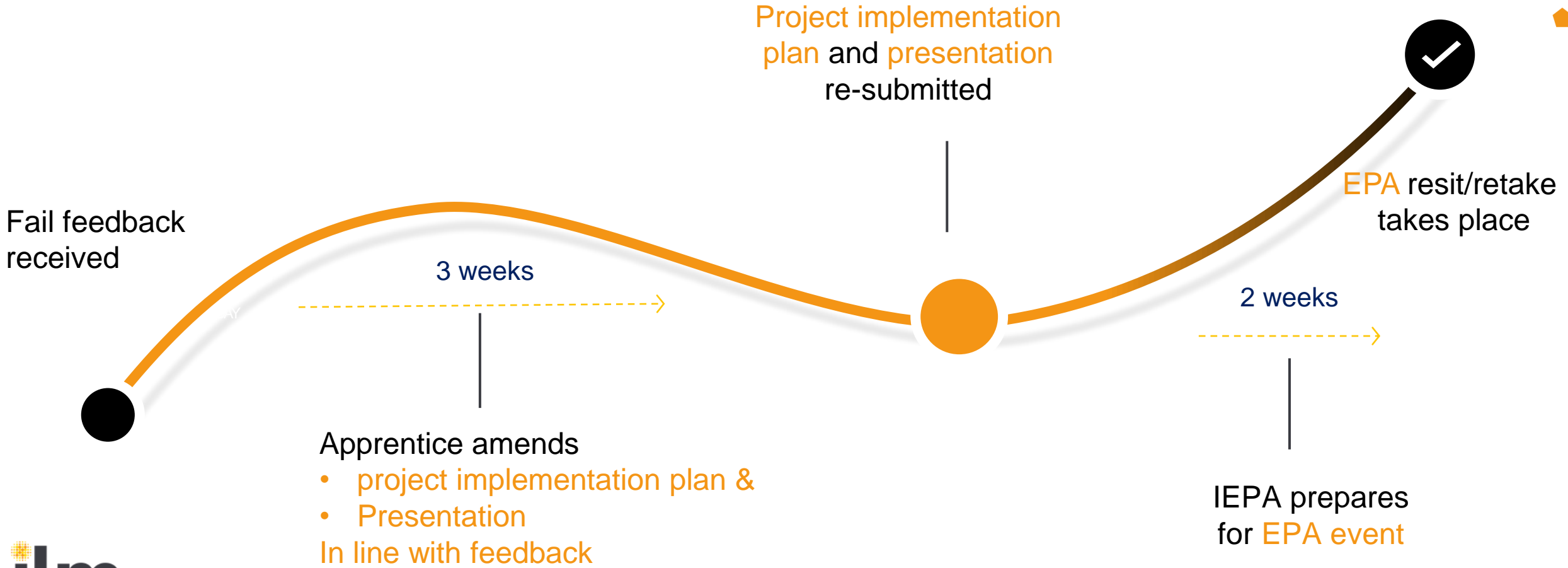
Timeline of EPA assessment

EPA takes place

Apprentice …
- prepares project implementation plan
- commences implementation
- produces presentation

Evidence submission including portfolio and brief summary on project proposal to the EPA pro/portal

12 weeks

5 working days

Gateway

Check portfolio for completeness, and agree brief summary on project proposal

Project implementation plan and presentation submitted

2 weeks

IEPA prepares for EPA event

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A City & Guilds Group Business

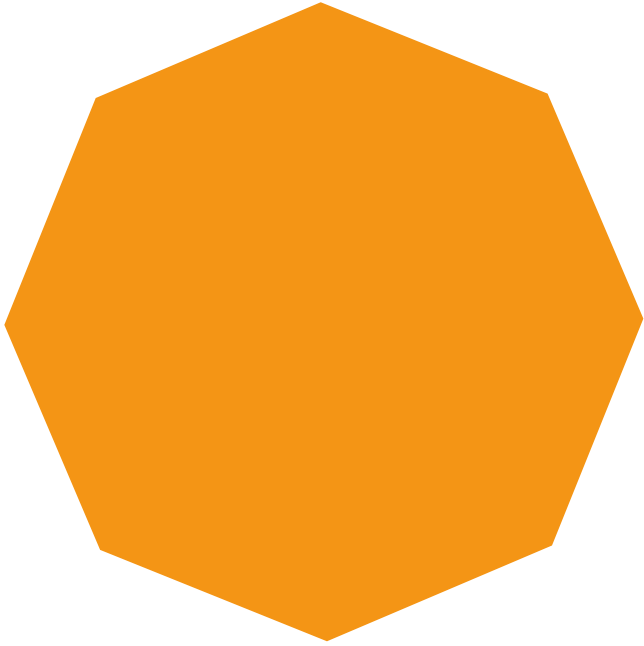# Timeline of EPA resit/retake

Timeline of EPA resit/retake for Project Implementation Proposal and Presentation with questioning

Project implementation plan and presentation re-submitted

Fail feedback received

3 weeks

EPA resit/retake takes place

Apprentice amends
- project implementation plan &
- Presentation

In line with feedback

2 weeks

IEPA prepares for EPA event

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A City & Guilds Group Business
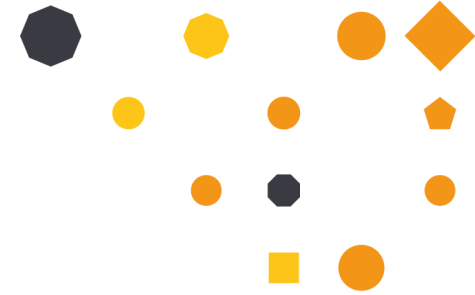
Portfolio of evidence

Underpins the Professional Discussion
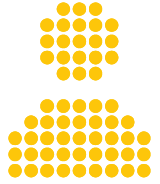
What is a portfolio of evidence?

A concise collection of the apprentices best pieces of evidence

IEPA uses this to familiarise themselves with the apprentice's work and prepare for the professional discussion

Tips for compiling a portfolio:

Only include evidence that is relevant

Do not include

- **Reflective accounts**
- **Case studies**

Witness testimony

- Cover several (if not all) areas of this part of the standard
- Can be written and updated throughout the apprenticeship

Use the sample evidence matrix (or similar)

- Evidence can be quickly found
- clear, accurate referencing to show how the candidate has met the descriptors and how evidence is being used.

Consider recording one **professional discussion** or include one assignment to cover all of the knowledge

We want to see apprentices **best work** – so if you have evidence of chairing 6 team meetings – **pick the best one**!

Audio/Video Files

- Less than 60 minutes in total
- Timestamped
- Of good quality

20 Pieces of evidence – what does that look like?

- We are happy to receive a small 'bundle' of documents that would class as one piece of evidence (up to 5 documents)

- The documents within the bundle must relate to each other

- They should then demonstrate a holistic approach and evidence several criteria
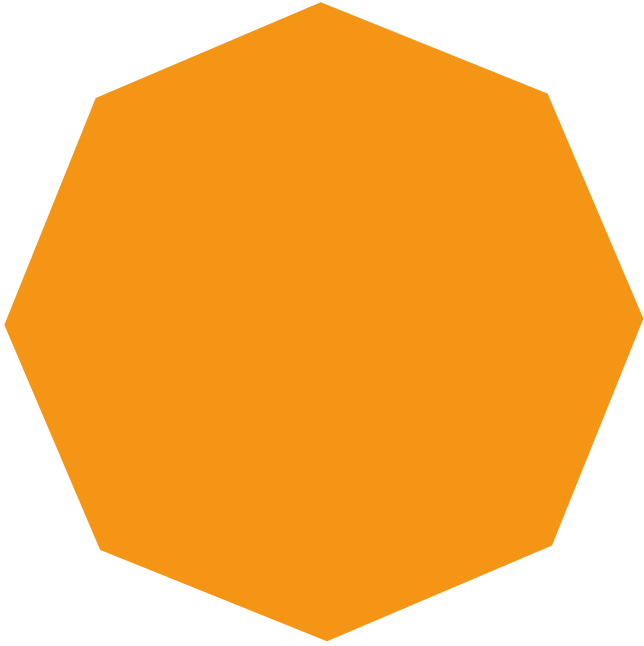
Project Implementation Proposal

Some things to consider when preparing the Project Implementation Plan

Assessed holistically alongside the Presentation and questioning

- **Make a conscious decision about how much you will cover in the Plan**
  - All the pass and distinction criteria?
  - All the pass criteria?

HOWEVER there is limited time in the presentation so if the apprentice chooses not to include work to the highest level in the plan they need to make sure there is sufficient time to cover in the presentation

Use the annex (mapping/ matrix document) to show how the Plan maps to all the KSBs that are assessed by this method

**Understand clearly where there are 'weaknesses' in the Plan**

- **So you can cover completely in the Presentation (using the product evidence from the Plan)**

You only have 4,000 words – use them concisely

There is no template but…

- **Work to the headings in the Assessment Plan**
- **Understand precisely what criteria is required to be met in each section**
  - **i.e. planning, Delivery or output**
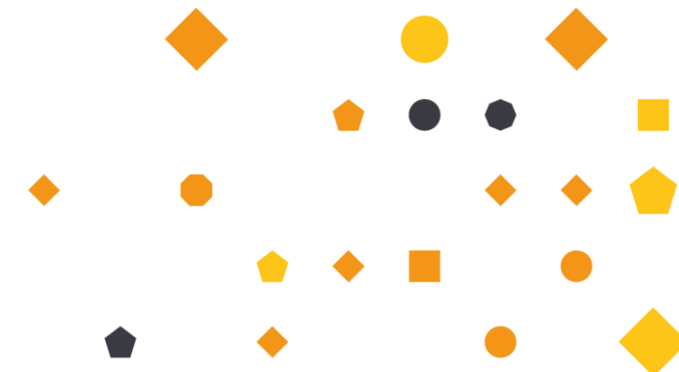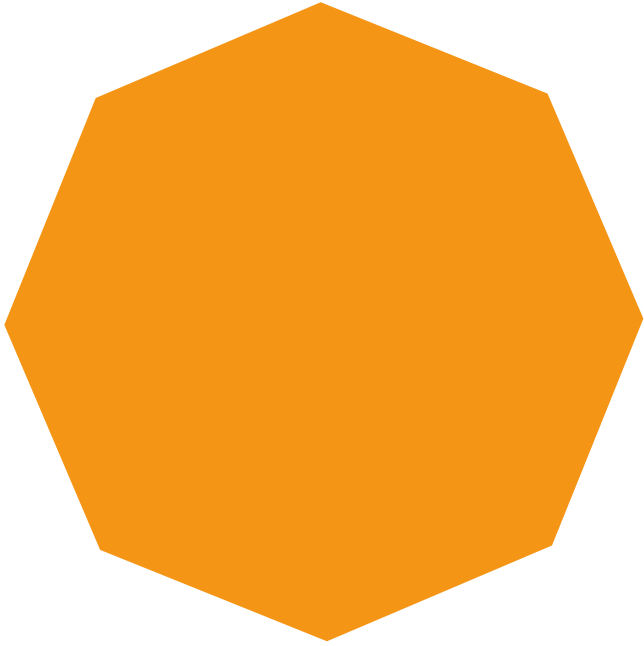
ILM's Diploma for Leaders and Managers

Introducing your panel members for today

Morice Hole

EPA Partnership Manager

Giusy Poliseno

Development Manager

Joe Ballantine

ILM Industry Manager

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Next steps

We will be sending you

- Slides and recordings from
  Webinars 1 2 and 3   What's Changing

                          Best Practice for the new Assessment Methods

                          Q&A session
- Frequently asked questions document
- Further information on our EPA Pro platform

Look out for our upcoming communications direct to your inbox

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Thank you!