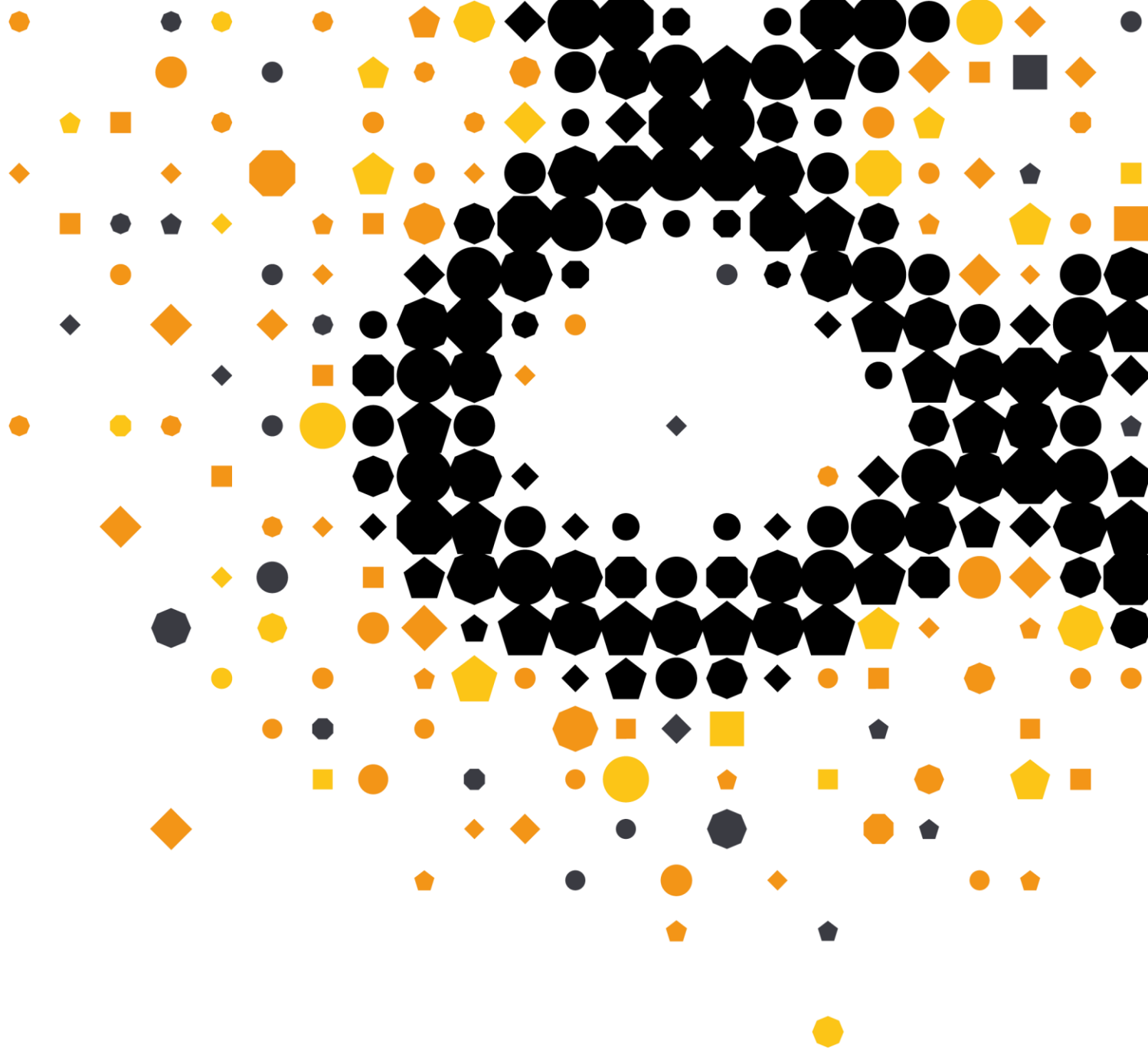


Level 7 Senior Leader Apprenticeship

Q&A

4 May 2021



Speakers

Joseph Ballantine
ILM Industry Manager



Jill Hansen
ILM Technical Advisor



Gill Harper
Development Manager



Timescales & Key Activities

On-programme

- Typically, 24 months on-programme (at least 1 year)
- Employer decides when the apprentice is ready for EPA

- All apprentice starts from 29 March 2021 are on the new Standard:
Senior Leader (v1.1/AP03)

Before Gateway:

- Portfolio gathered on-programme; underpins the Professional Discussion
- Strategic Business Proposal 500-word Summary written– must meet a real business need

Gateway:

- Submit Portfolio & Summary
- ILM review and agree Summary (about a week)

End-point Assessment:

- Typically, 5 months
- 12 weeks from agreement to produce the full Strategic Business Proposal & presentation materials
- Professional Discussion
- Final grade based on both assessment methods



Employer & Provider Roles, & EPA Pro

Pre-Gateway

- Employer & Provider involved in delivery, quarterly review etc
- Employer decides when apprentice is ready for EPA – takes advice from Provider

Post-Gateway

- Provider steps back – no further training*
- Employer leads
- Provider submits evidence & forms on EPA Pro (see 'Timetable' in EPA Packs)
- Employer can have access to EPA Pro

* except for re-takes

EPA Pro - Online portal

- Register apprentices (replaces Walled Garden)
- Access EPA documents and forms (password free)
- Submit evidence & forms (Provider)
- Notifications about the status of your apprentices' EPA
- Monitor progress and EPA Event dates

Getting access to EPA Pro

- Given password for the Primary User when approved for an EPA

Next EPA Pro Webinar: 11 May 11.30am

<https://www.cityandguilds.com/apprenticeships/endpoint-assessment-service>

Further webinars May-July



Strategic Business Proposal 500-word Summary

- Employer & Provider support apprentice in developing
- Submitted at Gateway
- Must be relevant to the apprentice's role
- Include, as a minimum:
 - Subject/title & Scope
 - Business need/rationale
 - Stakeholders who will be involved, and their role
 - Anticipated timescales/plan



- Give us confidence can demonstrate the assigned KSBs
- No template
- Word count – 500 words
- About a week for IEPA to respond



Strategic Business Proposal

- Detailed Strategic Business Proposal & Presentation
- Once agreed don't change the subject/topic
- Implementation must happen (doesn't have to be completed during EPA period)
- Evidence Sign-off; follow governance process
- 4,000-word proposal & presentation materials submitted 12 weeks after Gateway/title agreed and at least 2 weeks before EPA
- No template – can use own format
- Structure & worked example in the EPA Pack
- Evidence Matrix mapping proposal to the KSBs
- Assessed holistically with presentation & questioning



Strategic Business Proposal

Presentation (20 minutes +10%)

- Virtual event
- Must cover content set within the Assessment Plan – outcomes, impact, rationale, working with stakeholders
- Presentation materials submitted with the Strategic Business Proposal 12 weeks after Gateway
- IEPA has minimum of 2 weeks to review and prepare appropriate questions

Quick break after the Presentation

Questioning (40 minutes +10%)

- Same day as the presentation
- Based on the KSB themes
- Assess depth and breadth of apprentice's evidence against the assigned KSBs



Professional Discussion

Portfolio of Evidence

- Created on-programme
- Submitted at Gateway

- Typically, 18 pieces (no flexibility in the Assessment Plan)
- A piece of evidence – bundle of 2/3 related documents
- Only include the best evidence
- Cover all the assigned KSBs

- Not assessed; apprentice must articulate their evidence during the Professional Discussion
- Can use own Evidence Matrix if has the same content - recommend the apprentice notes down the context and what the evidence is



Professional Discussion

Professional Discussion (60 minutes +10%)

- Virtual event
- Use the Evidence Matrix to plan what to say – it's in a logical order to demonstrate the KSBs: supports the flow of the conversation and the apprentice can answer the questions more effectively
- Apprentice will need to articulate how their evidence meets the assigned KSBs under the 4 themes:
 - Explaining how their KSBs have developed during the apprenticeship
 - Providing examples of how they have carried out tasks
 - Referring to evidence submitted



Re-sits & Re-takes

If apprentice fails one or more assessments, employer can agree a re-sit or re-take is necessary:

- A re-sit is where the apprentice takes the assessment again without the need for new learning
- A re-take is where the employer determines new learning is needed first – employer develops a learning plan with the provider

Re-sit/re-take all components of the assessment method(s) failed

- Number of re-sits/re-takes is not capped
- Should be confident that the apprentice is ready
- Overall grade of Fail or Pass

- A re-sit is taken within 3 months of the EPA outcome notification
- The timescale for a re-take is dependent on how much re-training is required and is taken within 6 months of the EPA outcome notification
- All assessment methods must be taken within a 6-month period, otherwise the entire EPA will need to be re-sat/re-taken

- Best advice - get it right first time 😊



End-point Assessment Support Documents

End-point Assessment Guidance Packs:

- For customers
- For apprentices

Recording Forms:

- Evidence Matrix – Strategic Business Proposal (can design own version)
- Declaration of Authenticity – Strategic Business Proposal
- Evidence Matrix – Portfolio of Evidence
- Declaration of Authenticity – Portfolio of Evidence (Only required for re-sits/re-takes)



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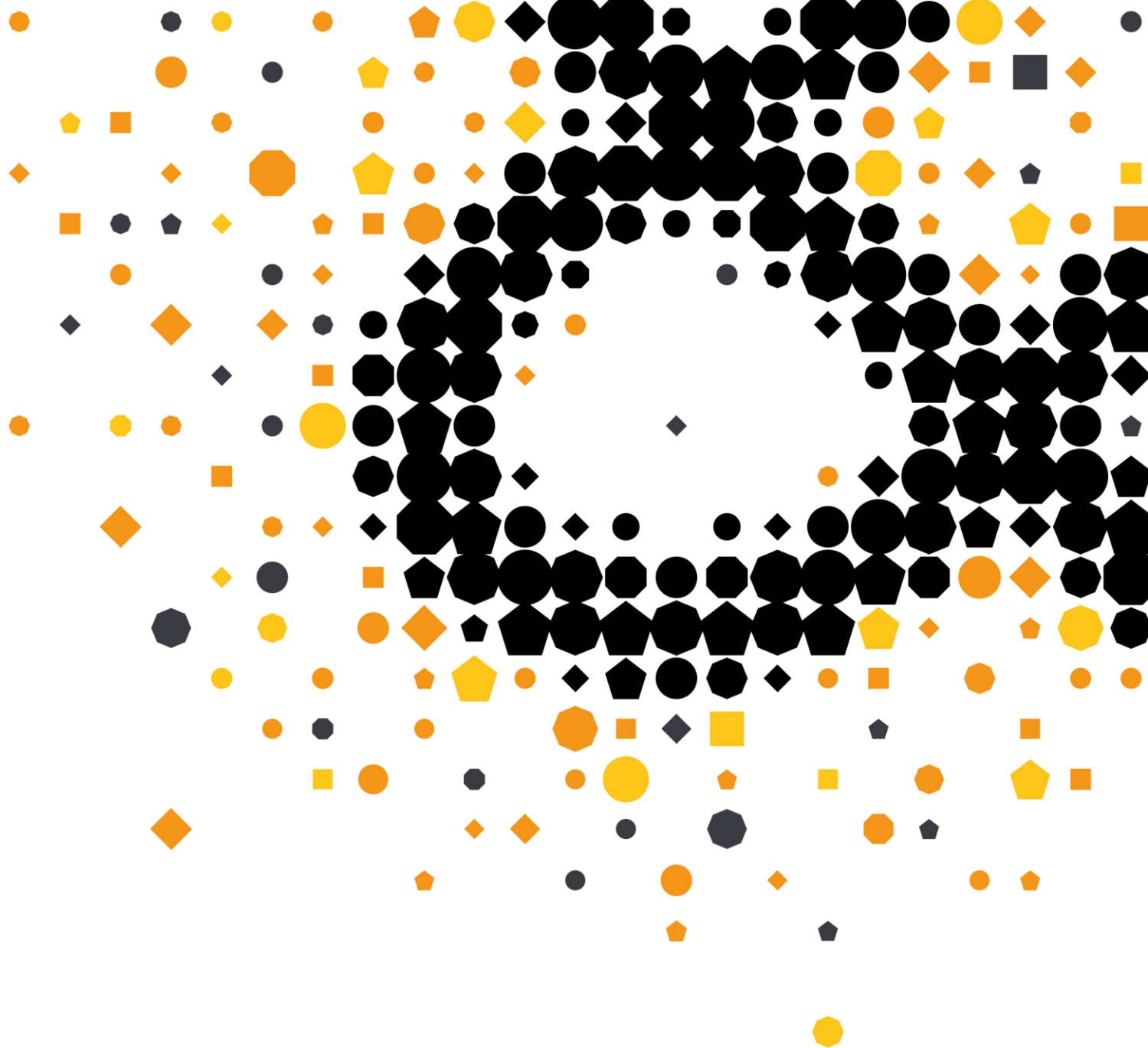


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Any other questions?



Previous webinar recordings & slides

<https://www.i-l-m.com/news-and-events/events/senior-leader-standard-and-assessment-plan-changes-webinar-series-recordings>



On-programme ILM Level 7 Diploma – in development

- Maps to the KSBs
- Digital Credential
- September launch

Webinar - ILM Level 7 Diploma - Thursday 1 July 9.00-10.00

To book a place go to i-l-m.com/news-and-events/events



Thank you!

