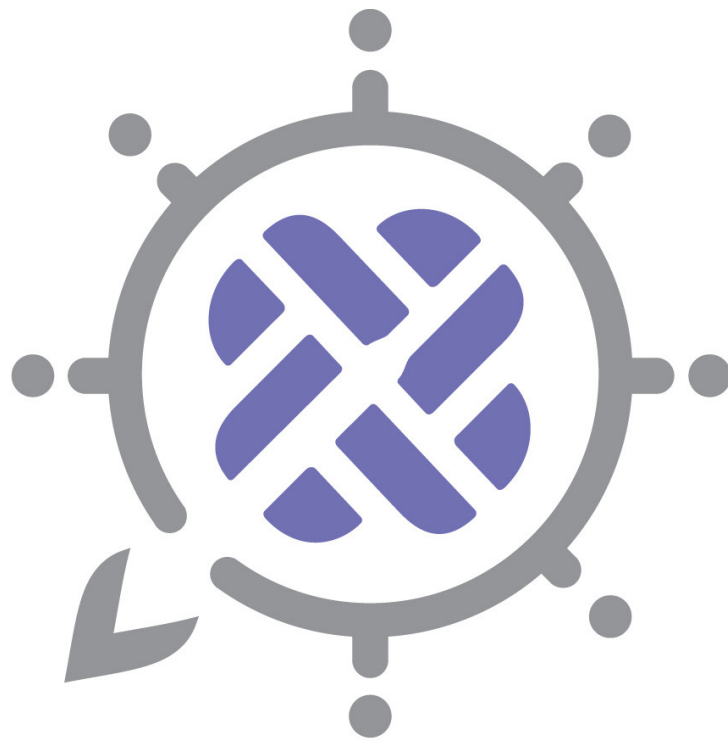


# OPERATIONS/ DEPARTMENTAL MANAGER

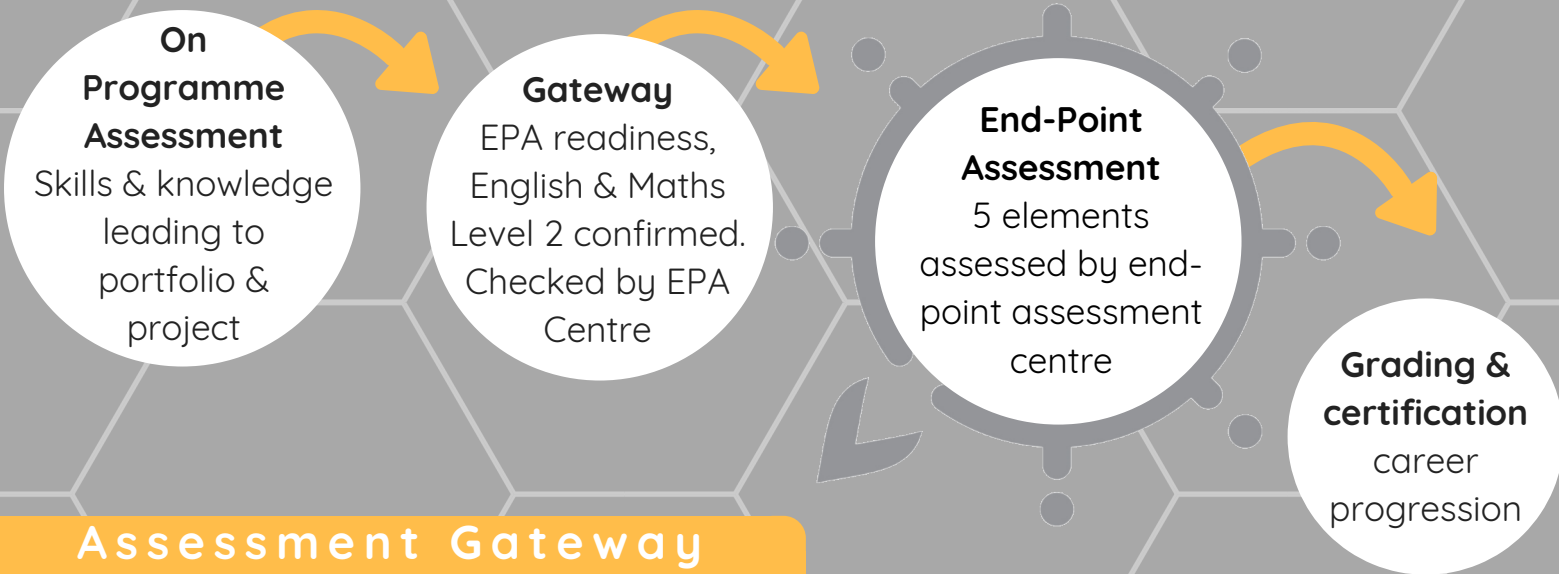
End-Point Assessment



## SOUTH WEST COUNCILS

### General Information

Level 5  
30 months  
ST0385



## Assessment Gateway

To progress to End-Point Assessment, the following must have been completed:

- The Apprentice attends a formal meeting with the Training Provider and employer to agree readiness for End-Point Assessment
- The employer agrees an assessment plan with South West Councils (all assessment elements should be completed within 3 months)

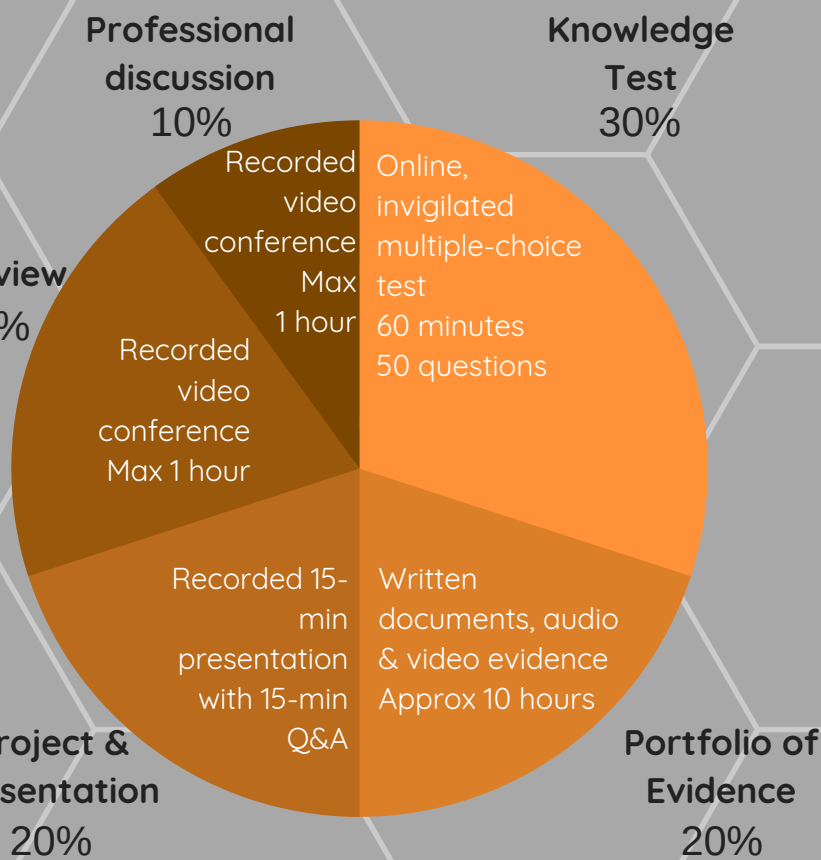
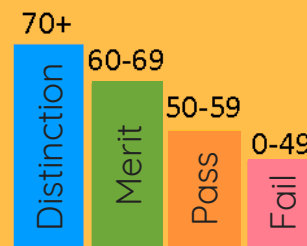
		Portfolio (Knowledge, skills and behaviours)				
		Test (Knowledge)		Project & Presentation	Interview (Skills)	Professional Discussion
Knowledge and Skills	Leading People	✓	✓	A business related project to demonstrate application of the skills, knowledge and behaviours	✓	CPD, training, personal development and how learning was applied to the role and workplace
	Managing People	✓	✓		✓	
	Building Relationships	✓	✓		✓	
	Communication	✓	✓		✓	
	Operational Management	✓	✓		✓	
	Project Management	✓	✓		✓	
	Finance	✓	✓	A presentation focusing on the outcomes of the project	✓	
	Self-Awareness		✓			
	Management of Self		✓			
Behaviours	Decision Making		✓			
	Takes Responsibility		✓			
	Inclusive		✓			
	Agile		✓			
	Professional		✓			

## Quality Assurance

A sample of 40% of the assessment decisions will be selected by an Internal Quality Assurer to ensure a consistent approach to assessment. A further sample is selected by the External Quality Assurer to ensure the robustness of the assessment and verification process

# Grading

South West Councils will assign an Assessor with overall responsibility for awarding scores and making assessment judgments about each of the assessment elements. The scores for each element will be combined to provide the final grading:



## EPA Fees

Operations/Departmental Manager

Non-member organisations

£932

Member organisations

£885

## Resit Fees:

Knowledge Test

£90

£86

Portfolio

£105

£100

Project & Presentation

£105

£100

Interview

£240

£228

Professional Discussion

£70

£67

## Payment Terms

£45 payable at registration covering set up & administration costs (£60 for non-member organisations) with the remainder payable at Gateway & before EPA commences (non-refundable)

Apprentices using South West Councils' EPA service must read our **Policies and Statements document**, paying particular attention to the **Malpractice and Plagiarism** policy and the **Appeals** policy

Apprentices are registered on our EPA system at the start of their programme. Their account is activated when the Training Provider confirms they are ready for End-Point Assessment. Gateway declarations are confirmed and appropriate evidence uploaded. Apprentices can upload portfolio evidence for assessment and access test results. Assessors make assessment decisions and upload recordings of discussions, observations and presentations along with feedback comments for each assessment element. Apprentices receive digital badges for each successfully completed assessment element. When all assessment elements have been achieved, Final Sign Off is actioned and the Apprentices' certificate is claimed

## CONTACT US

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