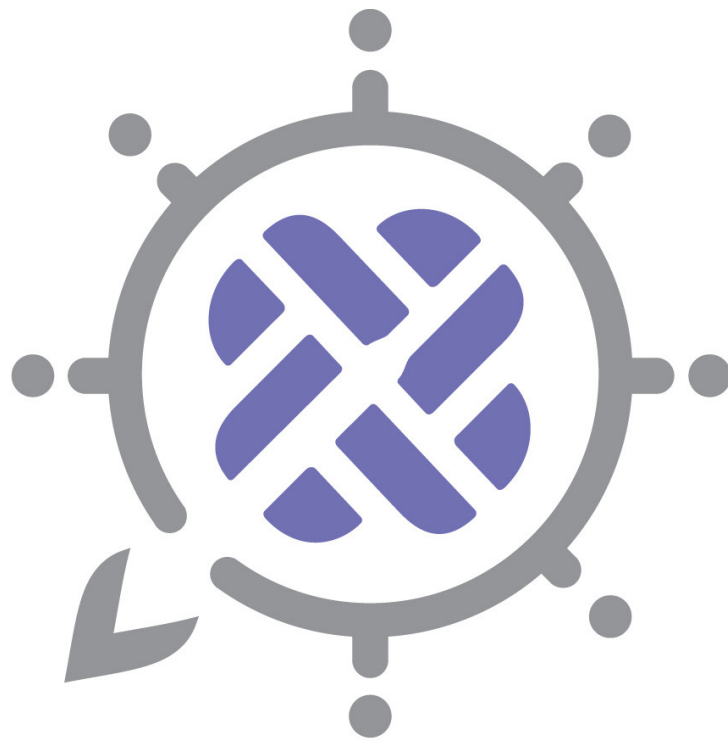


HR SUPPORT

End-Point Assessment



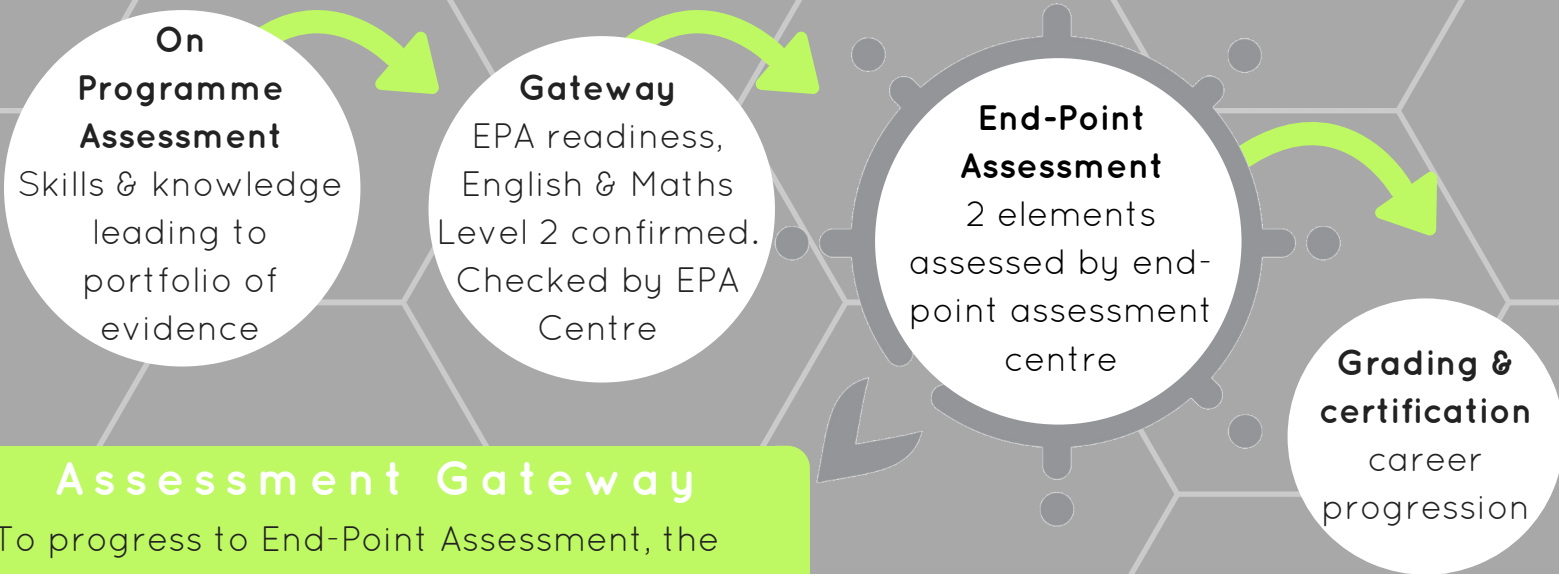
**SOUTH WEST
COUNCILS**

General Information

Level 3

18 months

ST0239



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

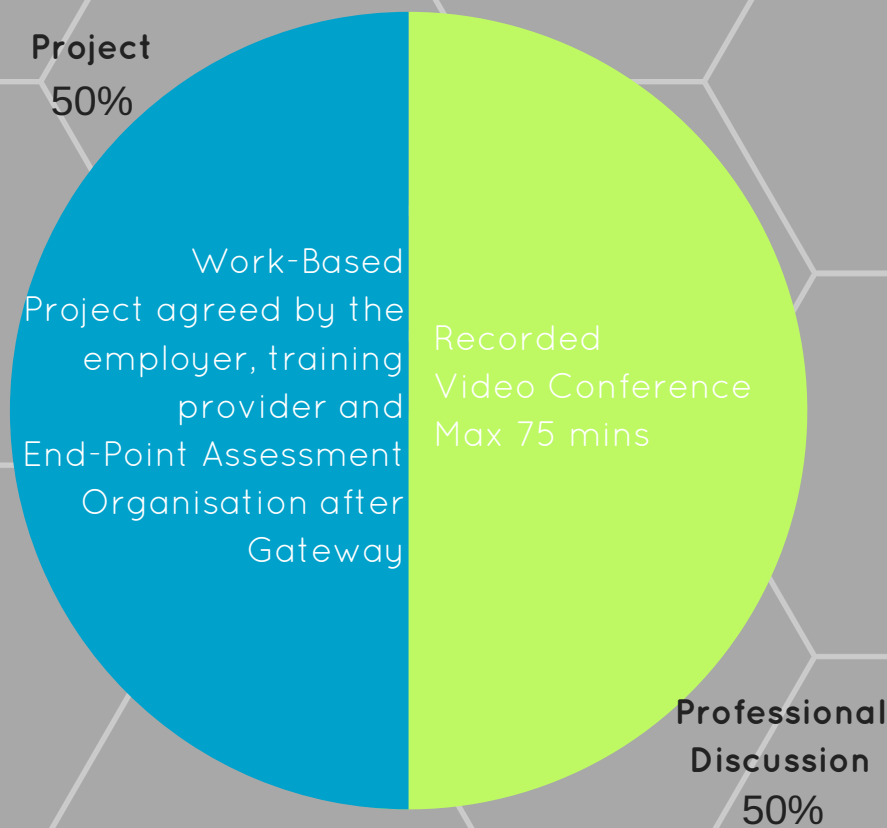
The employer agrees an assessment plan with South West Councils (all assessment elements should be completed within 3 months)

	Project	Professional Discussion	
A Knowledge	Business Understanding	✓	
	HR Legislation & Policy	✓	
	HR Function	✓	
	HR Systems & Processes	✓	
B Skills	Service Delivery	✓	
	Problem Solving	✓	
	Communication & Interpersonal Teamwork		✓
	Process Improvement		✓
	Managing HR Information	✓	
	Personal Development	✓	✓
C Behaviours	Honesty & Integrity		
	Flexibility		✓
	Resilience		✓

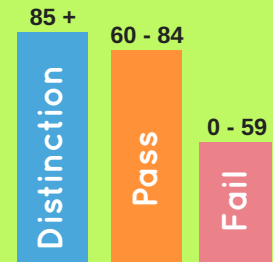
Quality Assurance

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

HR Support

Non-member organisations

£787

Member organisations

£748

Resit Fees:

Project

£105

£100

Professional Discussion

£310

£295

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 project evidence for assessment.

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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