Apprentice End-Point Assessment Journey
Level 3 ST0070 Business Administrator v1.0

3-month EPA window (typical)

Typically completed first

On-programme learning

Duration in line with funding rules

Gateway and scheduling

- L2 English & maths (optional for 19+, please see funding rules)
- Portfolio of learning
- Work based project
- Question set for presentation

Call the scheduling team on 01302 363 277

Knowledge test

- 60-minutes
- Any room under exam conditions or remotely invigilated using Proctor software
- PC/laptop/ Wi-Fi if remotely invigilated
- Invigilator, apprentice

Project presentation

- 10-15 minutes presentation and 10-15 minutes Q&A
- Remote or face-to-face in a suitable controlled environment
- Project, PC/ laptop, Wi-Fi, (if remote)
- End-point assessor, apprentice

Portfolio based interview

- 30-45 minutes
- Remote or face-to-face in a suitable controlled environment
- Portfolio of learning, PC/ laptop, Wi-Fi, (if remote)
- End-point assessor, apprentice

Quality assurance and grading

Fail/Pass/ Distinction

DfE certification

Time
Venue
Requirements
Attendees

Please note that this document is subject to changes in the assessment plans. Agreed assessment schedule to be confirmed by our scheduling team.

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