

1st4sport Level 3 Award in End-Point Assessment Principles

Qualification Specification



About Us

Welcome to 1st4sport, established in 2000, 1st4sport Qualifications are an industry specialist recognised awarding organisation regulated in England by the Office of the Qualifications and Examinations Regulator (Ofqual), in Wales by Qualifications Wales, and in Northern Ireland by the Council for the Curriculum, Examination and Assessment (CCEA) Regulation.

Serving the needs of the sport, physical activity and active leisure industry; our niche status is emphasised through our accomplished people, network of esteemed industry partnerships and our culture of excellence. We have an outstanding reputation; evidenced through the loyalty we receive from our trusted partners, recognised centres and most importantly our learners.

We have a proven track record; offering of valid, value-added, educational solutions and services and outstanding customer care. Our offer includes sector specific qualifications and pathways, and a range of relevant high-performing educational services; underpinned by leading digital solutions. The majority of these are developed and deployed in partnership with governing bodies of sport and other sector specific professional organisations. More than any other awarding organisation, our knowledge of the industry and our continuous cross-sector network enables us to understand the direction of our sector.

Our involvement in shaping our sector has been significant and we continue to be the awarding organisation that partner and representative organisations turn to for guidance on the direction of travel, as appropriate to the needs of our partners, centres, industry employers

Our Mission: To deliver excellent educational solutions and value-added services to sport, physical activity and the active leisure industry.

Our Direction: We aim to support the ongoing professionalisation of our industry; supporting employment, growth, sustainability and success. We embrace performance, participation and health agendas. Our objective is to continue to support our respected partners, providers and learners.

Qualification Specification

Title:	1st4sport Level 3 Award in End-Point Assessment Principles
Qualification Overview:	For qualified and experienced assessors to help them expand their assessment skills and confirm their competency as an Independent End-Point Assessor.
Qualification Code:	L3AEPAPR
Qualification Regulation Number:	603/4584/6
Guided Learning Hours (GLH):	14
Total Qualification Time (TQT):	27
Credit Value (if applicable):	Not applicable
Operational Start Date:	01/06/2019
Qualification Review Date:	28/02/2023
Learner Registration Period:	3 years
Qualification Objective:	This qualification qualifies learners to seek employment in appropriate paid or voluntary end-point assessment roles within their specialist subject area.
Qualification Purpose:	Prepare for employment in a specific occupational area.

Who is this qualification for?

This qualification is designed for qualified and experienced assessors who are aiming to become Independent End-Point Assessors of apprenticeship standards. Learners must be able to demonstrate the industry experience specified in the assessment plan of each standard they are deployed to end-point assess.

Qualification Progression

Qualification progression may include the Level 4 Award in Internal Quality Assurance of Assessment Processes and Practices.

Successful learners will be qualified to seek employment in appropriate paid or voluntary end-point assessment roles within their specialist subject area.

Entry Requirements

Learners must be a minimum of 24 years old at registration and 24 years old at certification.

Pre-requisite(s) or other entry requirements

The recognised centre is required to conduct an initial assessment of learners to ensure that pre-requisites to registration and certification and any barriers that may disadvantage a learner under the Equality Act 2010 are considered and outcomes recorded during the application process.

Prior to registration learners are required to:

- be accurately identified
- be at least 24 years of age
- be able to undertake this assessment in English or Welsh (if available)

Assessment Methods

The assessment methods used in this qualification are:

- Coursework (in 1 of 1 mandatory units)

Grading Methods

This qualification will be graded Pass / Fail.

Qualification Structure

Learners must successfully complete all mandatory units to achieve this qualification.

Mandatory Units

Unit ID	Unit Title	GLH
J/617/5122	The Principles of End-Point Assessment Practice	14

Optional Units

There are no optional units in this qualification

Pathway Units (where applicable)

There are no pathway units in this qualification

Unit Title	The Principles of End-Point Assessment Practice
Unit Aim	The aim of this unit is to provide end-point assessors with the knowledge they require prior to undertaking end-point assessment.
Unique Unit Number	J/617/5122
Unit Assessment Method(s)	Coursework
Assessment Specification	There are no additional assessment requirements.

Learning Outcome: 1. understand the principles of end-point assessment

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
1.1 explain the functions of end-point assessment in relation to apprenticeship standards and assessment plans	<ul style="list-style-type: none"> • apprenticeship training, standards and the end-point assessment process and practices. • assessment strategies relating to ongoing assessment • the standards they will be assessing and the specific information in the assessment plans relating to: <ul style="list-style-type: none"> - length of apprenticeship - learner eligibility - maths and english requirements - any mandatory qualifications - workforce competency and CPD - gateway requirements - appropriate assessment locations - end-point assessment arrangements and assessment methods - grading - reassessment arrangements - internal quality assurance - external quality assurance - legal and regulatory requirements e.g. data protection, equal opportunities 	
1.2 compare ongoing assessment with end-point assessment and highlight the similarities and differences		
1.3 identify the requirements of apprenticeship standards and assessment plans		
1.4 identify the different methods of end-point assessment within apprenticeship standards		
1.5 summarise the role and responsibilities of individuals involved in end-point assessment		
1.6 define grading requirements, the differences between each grade and their effect on apprentices		

Learning Outcome: 2. understand the planning of end-point assessments

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
2.1 identify the key factors to consider when planning end-point assessments	<ul style="list-style-type: none"> • the assessment methods to be used relating to each standard they will be assessing • the roles and responsibilities of: <ul style="list-style-type: none"> - the apprentice - the employer - training providers - assessor - IQA - EQA and trailblazer contact - other internal staff relevant to their organisation e.g. managers, administrators 	
2.2 identify the relevant stakeholders of each end-point assessment		
2.3 describe each stage of the planning of end-point assessment in accordance with apprenticeship standards and assessment plan		
2.4 explain the risks that may be involved when conducting end-point assessment and how to manage these risks	<ul style="list-style-type: none"> • health, safety and wellbeing • authenticity and integrity of assessment • employer or training provider interference 	
2.5 explain potential barriers to end-point assessment and how to overcome these	<ul style="list-style-type: none"> • SEND and reasonable adjustments and special consideration • learning styles • unsuitable venue or insufficient equipment available • venue becoming unavailable 	
2.6 explain appropriate communication methods to use when arranging end-point assessment with relevant stakeholders	<ul style="list-style-type: none"> • online EPA systems • ePortfolio platforms used by provider/employer • booking forms • email 	

Learning Outcome: 3. understand how to undertake end-point assessment and record and report decisions

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
3.1 identify the resources required by the assessor to undertake end-point assessment	<ul style="list-style-type: none"> • assessment materials • digital equipment (camera, video, audio recording) where applicable 	
3.2 describe suitable locations or venues for undertaking end-point assessment	<ul style="list-style-type: none"> • real or simulated work environments • knowledge tests - JCQ exam room guidance 	
3.3 summarise the conditions under which end-point assessment should be undertaken	<ul style="list-style-type: none"> • real work or simulated activities • familiar surroundings • timings • knowledge tests - JCQ invigilation guidance 	
3.4 explain the conduct expected of an assessor while undertaking end-point assessments	<ul style="list-style-type: none"> • impartiality • consistency • fairness • feedback 	
3.5 explain the process for marking, grading and recording the outcomes of end-point assessment	<ul style="list-style-type: none"> • grading and grade descriptors defined by individual standards/ assessment plans • timescales for marking and recording (as per assessment plans/ organisational policy) 	
3.6 identify the methods used to inform all stakeholders of assessment outcomes and timescales for doing so	<ul style="list-style-type: none"> • online EPA systems • organisational policy 	

Learning Outcome: 4. understand the quality assurance requirements relating to end-point assessment

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
4.1 explain the roles and responsibilities of those involved in the quality assurance of end-point assessment	<ul style="list-style-type: none"> • IQA • EQA • Institute for Apprenticeships and Technical Education 	
4.2 explain the quality assurance practices relevant to end-point assessment	<ul style="list-style-type: none"> • organisational policy • assessment plan requirements 	
4.3 describe the procedures to follow in the event of disputes concerning end-point assessment decisions	<ul style="list-style-type: none"> • organisational appeals procedure 	

Learning Outcome: 5. understand relevant personal development opportunities

Assessment Criteria The learner can:	Mandatory Delivery Content The learner will develop an understanding of:	Evidence Requirements The learner is required to complete:
5.1 identify the professional development opportunities available to them	<ul style="list-style-type: none"> • standardisation • internal training 	
5.2 explain why it is important to undertake professional development	<ul style="list-style-type: none"> • requirements of standard • updating knowledge in relation to industry changes 	

Qualification Conditions: Delivery and assessment requirements

To complete the delivery, assessment, and internal quality assurance of the qualification, providers will be required to adhere to the guidance set out in the Recognised Centre Handbook.

Qualification Approval Conditions: Workforce requirements

In addition to the workforce requirements stated in the Recognised Centre Handbook, the following qualification specific requirements must be met and evidenced.

Tutor(s):

For this qualification, the minimum requirements stated in the centre handbook apply in addition to any further qualification specific requirements stated below

Tutors are responsible for the delivery and assessment of the qualification

Tutors are required to:

- hold a recognised teaching qualification
- have experience of teaching

Assessor(s):

For this qualification, the minimum requirements stated in the centre handbook apply in addition to any further qualification specific requirements stated below.

Assessors are responsible for the delivery and assessment of the qualification and an additional assessor, who is independent from the qualification delivery to countersign assessments undertaken by the trainee end-point assessor.

Assessors are required to:

- hold a recognised assessing qualification
- have experience of assessing

In addition, it is desirable that assessors have experience of undertaking end-point assessment.

Internal Verifier(s) and Quality Assurer(s):

For this qualification, the minimum requirements stated in the centre handbook apply in addition to any further qualification specific requirements stated below

Internal quality assurers are required to:

- hold a recognised internal quality assurance qualification

Additional Qualification Requirements

The minimum venue, facility and requirements stated in the centre handbook apply.

This qualification is regulated by Ofqual (603/4584/6) and CCEA .

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