

Vistar Delivery Team Factsheet

Apprenticeship Standard	Level 5 Operations and Departmental Manager ST0385/AP03
Apprenticeship duration	30 months
EQA Organisation	Institute for Apprenticeships and Technical Education
On-programme requirements	<ul style="list-style-type: none"> ▪ Portfolio of evidence – generated over the period of the Apprenticeship and submitted at gateway used to underpin the Professional Discussion at EPA ▪ Functional skills Maths and English at level 2 <p>Also, to be agreed at gateway with the Employer:</p> <ul style="list-style-type: none"> ▪ The Apprentice is consistently working at, or above, the level of the occupational standard. ▪ The project proposal's subject, title and scope
EPA Components	<p>All assessment methods must be taken within a 6-month period and assessments can be taken in any order:</p> <ul style="list-style-type: none"> ▪ Professional Discussion underpinned by a portfolio of evidence – PD lasting 60 minutes with the Independent Assessor asking a minimum of 6 questions. Portfolio is generated over the period of the apprenticeship and submitted at gateway, containing evidence related, and clearly mapped to the KSBs assessed in the professional discussion. Assessor reviews the portfolio, job role etc. to identify discussion topics for the professional discussion. ▪ Project proposal, Presentation with questioning – The title and scope for the project to be signed off at gateway (c.500 words). The project proposal must be undertaken after the Apprentice has gone through the Gateway (within in a maximum of 12 weeks), must be relevant and have a real business benefit and be no more than 4,000 words. The presentation and questioning will be 60 minutes, (c.20 minutes presentation and 40 minutes questioning). The project proposal and presentation must cover the KSBs according to the requirements in the assessment plan for this assessment method. If the apprentice fails, they will be required to amend the project proposal and presentation in line with the independent assessor's feedback. The apprentice will be given 3 weeks to rework and submit the amended project proposal and presentation. The independent assessor will have 2 weeks to review the project proposal and presentation and the apprentice will have 5 days' notice of the presentation date. <p>Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take; a re-sit is typically taken within 3 months of the EPA outcome notification; a re-take is dependent on how much re-training is required and is typically taken within 6 months of the EPA outcome notification. Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take.</p>

Grading	<ul style="list-style-type: none"> ▪ Overall mark is Pass, Distinction or Fail ▪ All assessment methods are weighted equally in their contribution to the overall EPA grade <table border="1" data-bbox="703 297 1326 584"> <thead> <tr> <th>Assessment method 1 Professional discussion (underpinned by a portfolio of evidence)</th> <th>Assessment method 2 Project proposal, presentation and questioning</th> <th>Overall grading</th> </tr> </thead> <tbody> <tr><td>Fail</td><td>Fail</td><td>Fail</td></tr> <tr><td>Fail</td><td>Pass</td><td>Fail</td></tr> <tr><td>Pass</td><td>Fail</td><td>Fail</td></tr> <tr><td>Fail</td><td>Distinction</td><td>Fail</td></tr> <tr><td>Distinction</td><td>Fail</td><td>Fail</td></tr> <tr><td>Pass</td><td>Pass</td><td>Pass</td></tr> <tr><td>Pass</td><td>Distinction</td><td>Pass</td></tr> <tr><td>Distinction</td><td>Pass</td><td>Pass</td></tr> <tr><td>Distinction</td><td>Distinction</td><td>Distinction</td></tr> </tbody> </table>	Assessment method 1 Professional discussion (underpinned by a portfolio of evidence)	Assessment method 2 Project proposal, presentation and questioning	Overall grading	Fail	Fail	Fail	Fail	Pass	Fail	Pass	Fail	Fail	Fail	Distinction	Fail	Distinction	Fail	Fail	Pass	Pass	Pass	Pass	Distinction	Pass	Distinction	Pass	Pass	Distinction	Distinction	Distinction
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Professional alignment	<p><i>Aligns with recognition by:</i></p> <ul style="list-style-type: none"> ▪ Chartered Management Institute - would be eligible to become a Full Member of the Chartered Management Institute ▪ The Institute of Leadership and Management - would be eligible to become a Full Member of The Institute of Leadership and Management 																														
Vistar EPA List Price	<p>£1,050</p> <p>This is for the complete EPA service, Vistar do not charge or require a non-refundable registration payment in advance, nor do Vistar menu price.</p> <p>This price includes the Apprentice Registration, Gateway Approval, Planning Meeting, End-point Assessment activity, End-point Assessor costs, Quality Assurance and ESFA Apprenticeship certification. EPA is invoiced after Gateway Approval. Also included is one free resit opportunity, for a multiple-choice test in line with the respective Standard and Assessment Plan.</p> <p>All prices exclude VAT. As per Government guidance; ‘Supplies of training or end-point assessment, which are paid by government funding, including the apprenticeship levy, are exempt from VAT.’</p> <p>Please get in touch to discuss the EPA price further.</p>																														