

Operations/Departmental Manager

Assessment Plan Changes

What's new and the timescales

Webinar 1 in a series of 3

December 2020

Introducing the Technical Advisors



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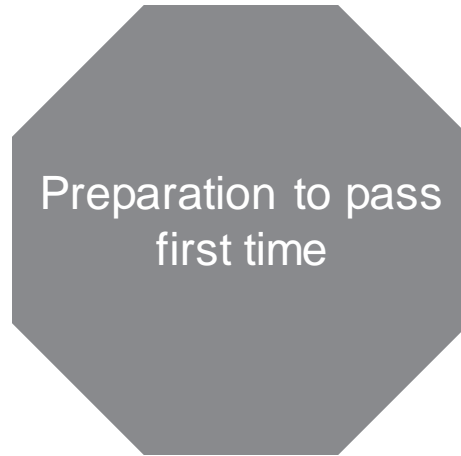
We are here to support you

We are here to offer you end-to-end support you and your apprentices from assessment preparation and guidance, learning resources for on-programme and a robust assessment that is valued by employers. Our high-quality assessment resources ease delivery and provide your apprentices with the confidence to succeed.



Guidance on the process

How-to guides and checklists to prepare teams, plus growing content to inform teams and apprentices on how EPA will play out.



Preparation to pass first time

An EPA preparation with a growing bank of sample tests and assessments.



Calibre and expertise of assessors

Assessors selected based on industry experience. Each has a thorough induction, receives on-going training and assessment is standardised.



Dedicated support throughout the process

Dedicated EPA team using a tried and tested system to give customers flexibility. For providers, our payment structure is significantly advantageous to their cash flow.

Agenda for today

- **Introductions**
- **Background**
- **What is changing**
- **The Assessment Methods in a little more detail**
- **Our processes**
- **Overall timelines we are working to**
- **Overview of the documentation to support you**
- **Next steps**
- **Questions**



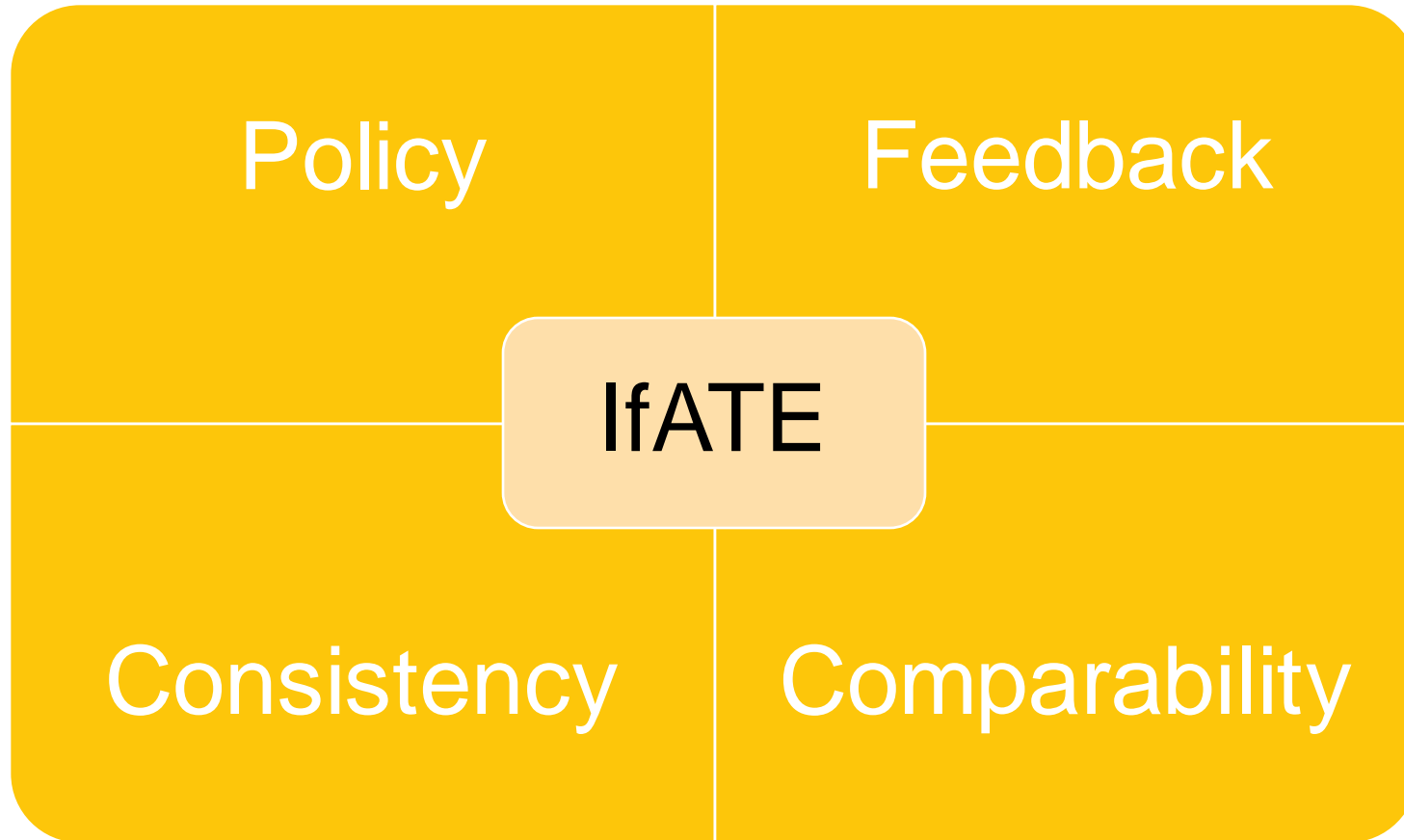
Introducing



Joe Ballantine
ILM Industry Manager



Background to the changes – Why has the Assessment Plan changed?



What's new on the Assessment Plan – key changes

What	Current Assessment Plan	New Assessment Plan
Test	Yes	No
Portfolio required	Yes - Assessed	Yes - not assessed (underpins Professional Discussion)
Portfolio submission	Submitted 2 weeks before face to face EPA	Submitted at Gateway
Portfolio – guidance on number of pieces of evidence	No guidance	20 Pieces of evidence
Professional Discussion	Yes – for CPD only	Yes (underpinned by the portfolio of evidence)
Interview/Q&A	Yes	No
Presentation with Q&A	Yes	Yes – based on a Project Proposal

What's new on the Assessment Plan – key changes (continued)

What	Current Assessment Plan	New Assessment Plan
Grading	Fail/Pass/Merit/Distinction	Fail/Pass/Distinction
Resit	Yes – can achieve any grade	Yes – capped at pass
Pass Mark	50% of Assessment Criteria met	ALL (100%) Pass descriptors need to be met to achieve a pass
Distinction Criteria	No	Yes – all must be met to achieve a distinction
Grading Descriptors	No	Yes – more qualitative focussed rather than quantitative

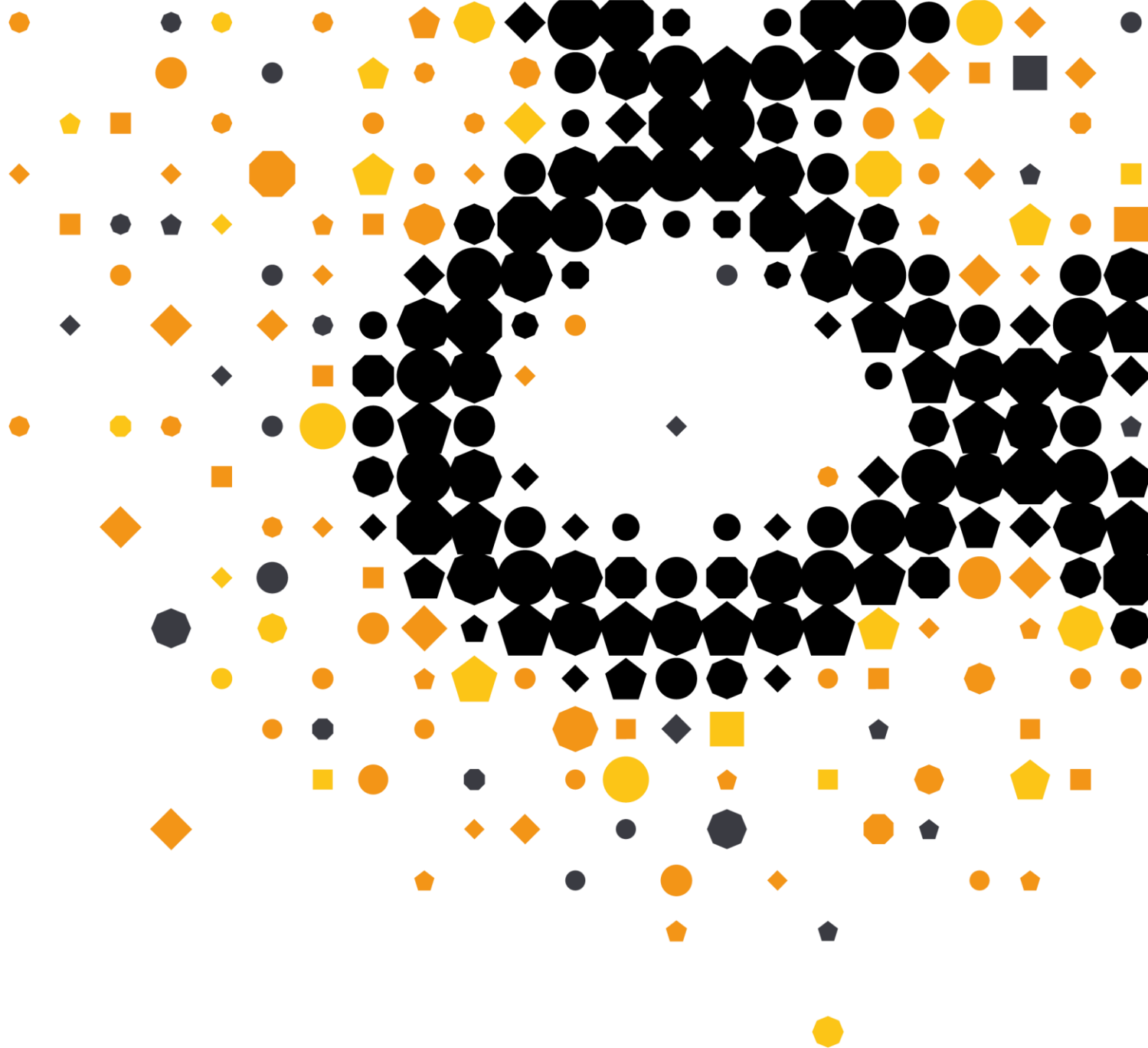
Find the Assessment Plan on the IfATE website [here](#)

What's new from ILM

What	Current Assessment Plan	New Assessment Plan
Feedback provided to apprentices who fail	Yes (identifies the criteria that has not been met)	Yes (will show gradings for all groupings and where the apprentice has gained a pass and distinction)

Find the Assessment Plan on the IfATE website [here](#)

Pause for questions



Introducing



Giusy Poliseño
Development Manager



Professional discussion underpinned by a portfolio of evidence (9309-705/755)

Knowledge, Skills, Behaviours (KSBs) Groups

- Operational Planning and Management
- Managing Teams
- Communication Skills
- Personal & Professional Development

Time duration and settings

- 60 minutes plus 10%
- **Minimum of 6** competency based questions

Requirements of portfolio of evidence

- Submitted at Gateway
- The portfolio is **not** directly assessed, it underpins the professional discussion
- Accompanied by mapping document
- Should **not** include reflective accounts or any methods of self-assessment expect for evidence S8.1
- At **least one** piece of evidence for mapped KSBs
- Typically 20 pieces of evidence





Project Proposal, Presentation and Questioning (9309-704/754)

Split across two components

- Assessed holistically
- Component 1 - Project Proposal
- Component 2 - Presentation with questioning

Knowledge, Skills, Behaviours (KSBs) Groups

- Planning their Project Proposal
- Delivery of their Project Proposal
- Project Proposal Output

Based on any of the following

- The need to review and implement a change plan to improve efficiency in the work place
- The continuous improvement review of a current process, service or product to ensure it is still fit for purpose and meets the current needs of the business
- The need to implement a direct saving (e.g. percentage decrease in direct costs, reduction in headcount) across their team, department or organisation following a reforecast activity

Project Proposal, Presentation and Questioning (9309-704/754)

Component 1 – Project Proposal

Project Proposal's subject, title and scope

- Agreed between employer and EPAO at **Gateway**
- A brief summary submitted at **Gateway**
 - Not assessed
 - No more than 500 words
- Meets the needs of the business
- Is relevant to the apprentice's role
- Allows the relevant KSBs to be assessed for the EPA

Once the Project Proposal is approved

The apprentice has 12 weeks to write

- Detailed Project Implementation Proposal
- Does not need to be fully implemented
- However must have sufficiently progressed to be able to evidence S1.2, S2.1, S2.2, and S3.1

Specification for the Project Implementation Proposal

- 4,000 words (+/- 10%) including tables, graphs, figures but excluding references and annexes
- Specific structure as set by Assessment Plan
- Include an annex showing how the proposal maps to the KSBs
- Be submitted (along with the presentation) within 12 weeks of project proposal being agreed along with the presentation



Project Proposal, Presentation and Questioning (9309-704/754)

Component 2 – Presentation and Questioning

Presentation

- Submitted with the Project Implementation Proposal
- Focus on Project Implementation Proposal
- Must follow specific themes as set within the Assessment Plan
- IEPA has 2 weeks to review and prepare appropriate questions

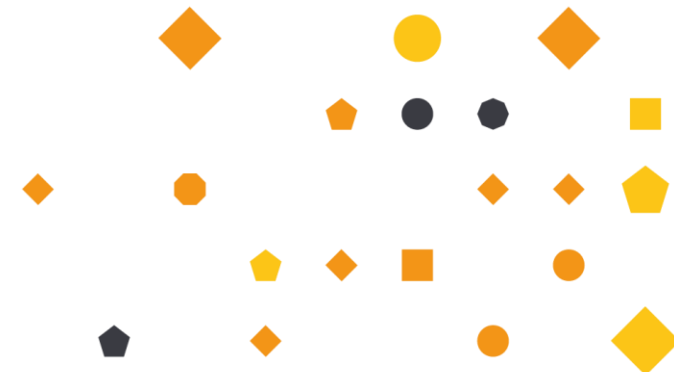
Questioning

- Minimum of 9 questions – at least one from each specific themes of the presentation
- Questions will be for
 - Clarification
 - To assess the breadth and depth of understanding

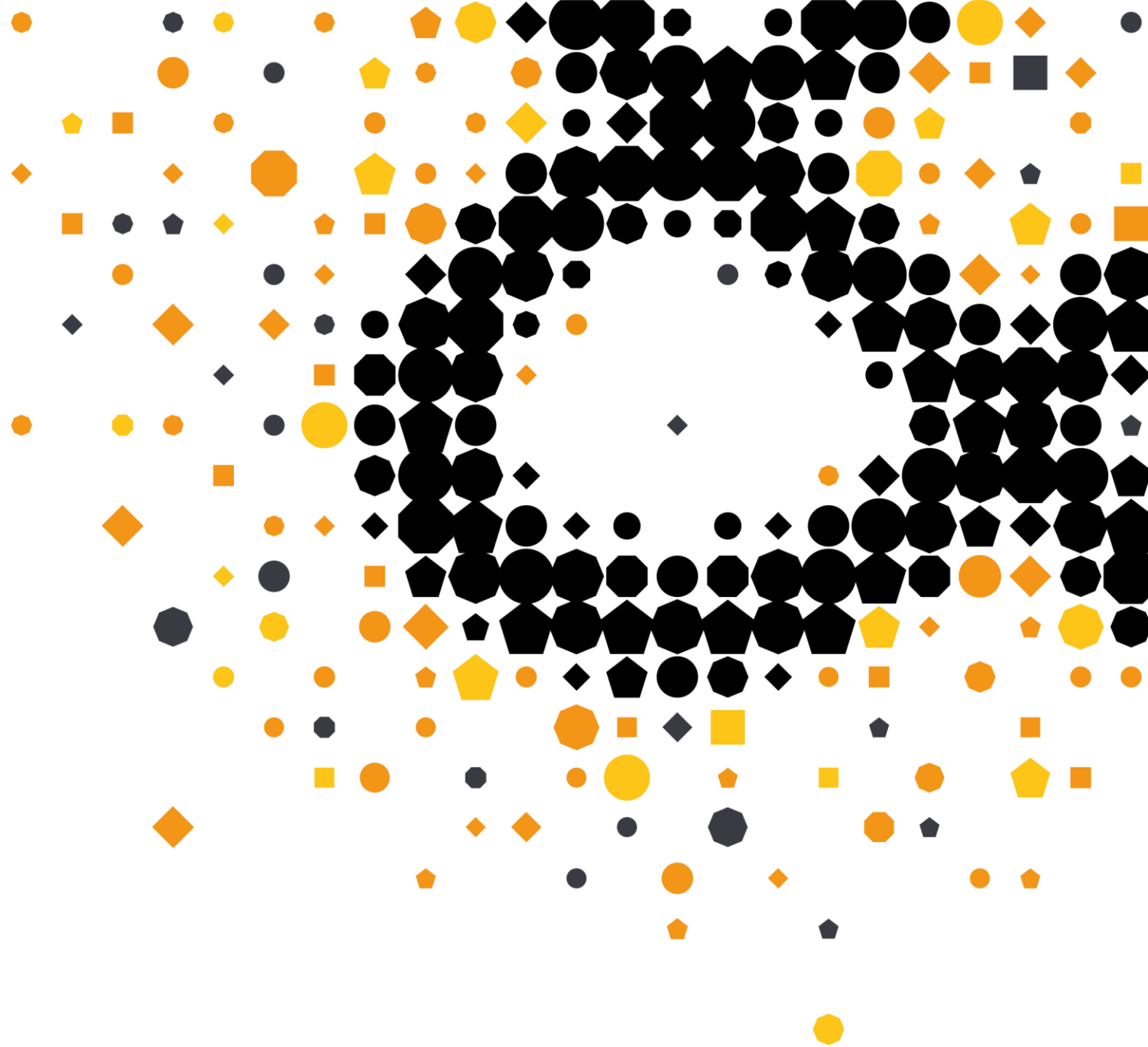
Time duration and settings

60 minutes plus 10%

- **Typically**
 - 20 minutes presentation
 - 40 minutes questioning



Pause for questions



Introducing



Morice Hole

**End-Point Assessment
Partnership Manager**



Good news on **EPA registration**

Options for Operations/ Departmental Manager nearing EPA

Already registered with ILM for the 'old' Operations/ Departmental Manager EPA

- Continue as registered and complete the 'old' EPA
- Switch to the new EPA (see next slides for details) – Please note this option is **only available for apprentices where the actual EPA process has not commenced**

Not yet registered with ILM for Operations/ Departmental Manager EPA

- Register against the 'old' EPA 9309-12
- Register against the 'new' EPA 9309-22 (**available from 15th January 2021**)

Please be aware any learner who commenced their apprenticeship on or after 21st October 2020 must adopt the 'new' Assessment Plan (9309-22)



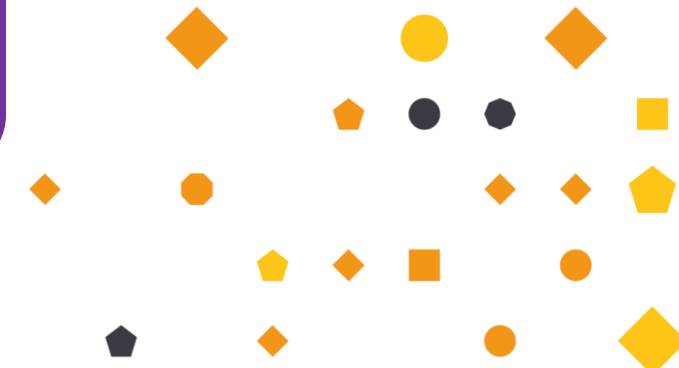


Switching Existing Learners to new assessment plan

- Go live for registrations and bookings from 15th January 2021
- Send an email to EPA@cityandguilds.com your email needs to include:
 - Subject Title - Ops Dept Manager Level 5 V1 to V2 switch
 - Which learners you would like to switch
 - When you would like the EPA to take place

You cannot switch if the apprentice has already started their assessment on current assessment plan

EPA from registration to results



Introducing EPAPro

- The **complete EPA journey** in one platform
- **Simplified workflows**, less *'back & forth'*
- Gets you **closer to our IEPAs** for booking events
- **Clarity** around gateway requirements
- **Easier process** to upload gateway and assessment evidence
- **More visibility** of stage/progress or apprentices and cohorts
- **Better reporting** capability
- **Faster access** to results
- More ways to **celebrate success** for your apprentices





EPA Partnership Managers



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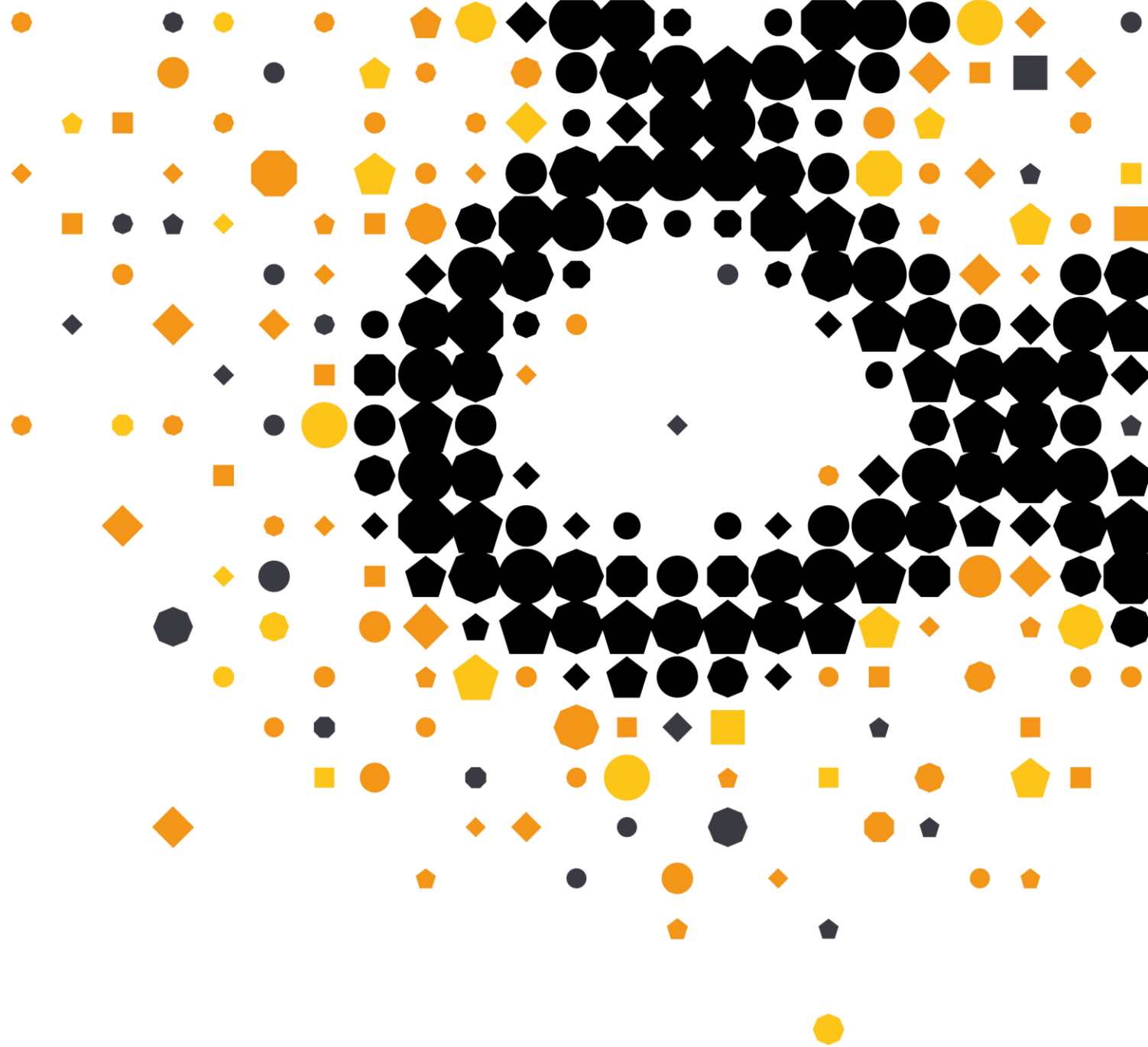


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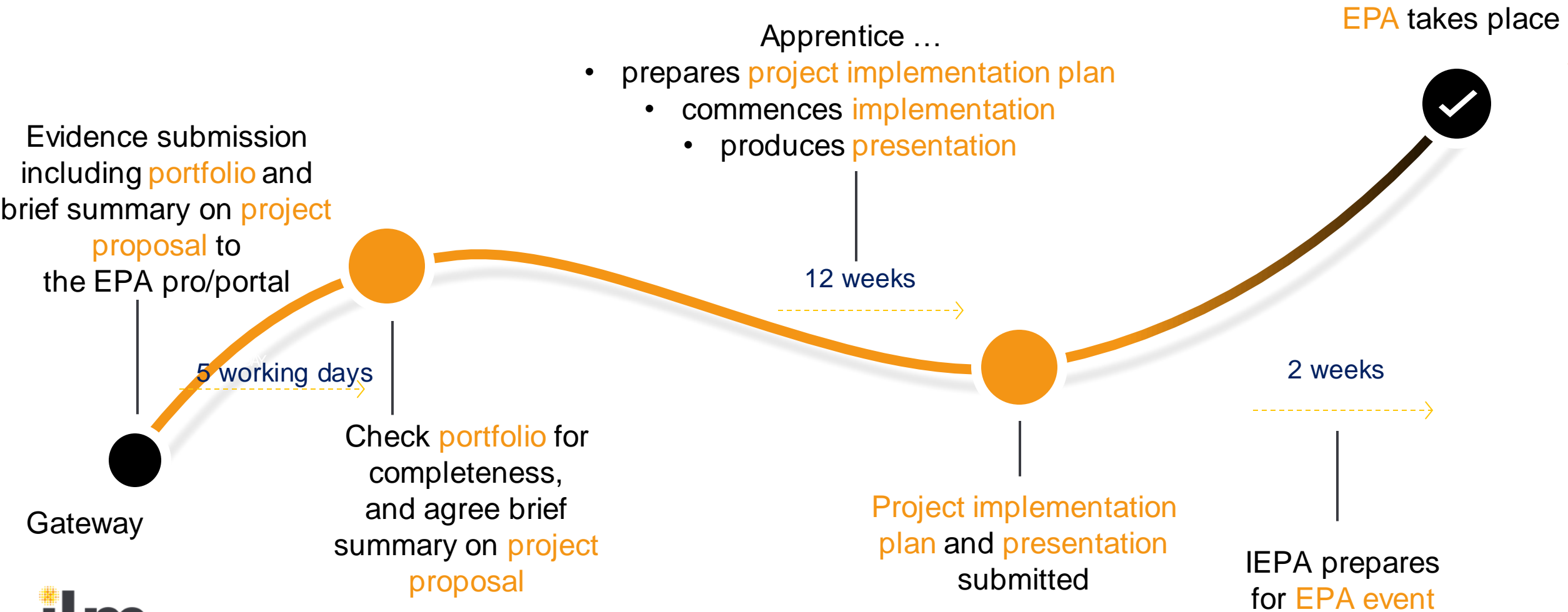
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Pause for questions





Timeline of EPA assessment



End-point Assessment (EPA) Documents

End-point Assessment Pack for Centres/End point Assessment customers

- The occupation standard
- Resource requirements for EPA
- Timeline for EPA
- EPA methods and guidance on grading
- Guidance for the customers
- Guidance for the apprentices
- Mapping of Knowledge, Skills and Behaviours (KSBs)
- Project Proposal, Presentation with questioning - ILM Mapping References for feedback
- Professional Discussion underpinned by a portfolio of evidence - ILM Mapping References for feedback

End-point Assessment Recording Forms for Centres/End-point assessment customers

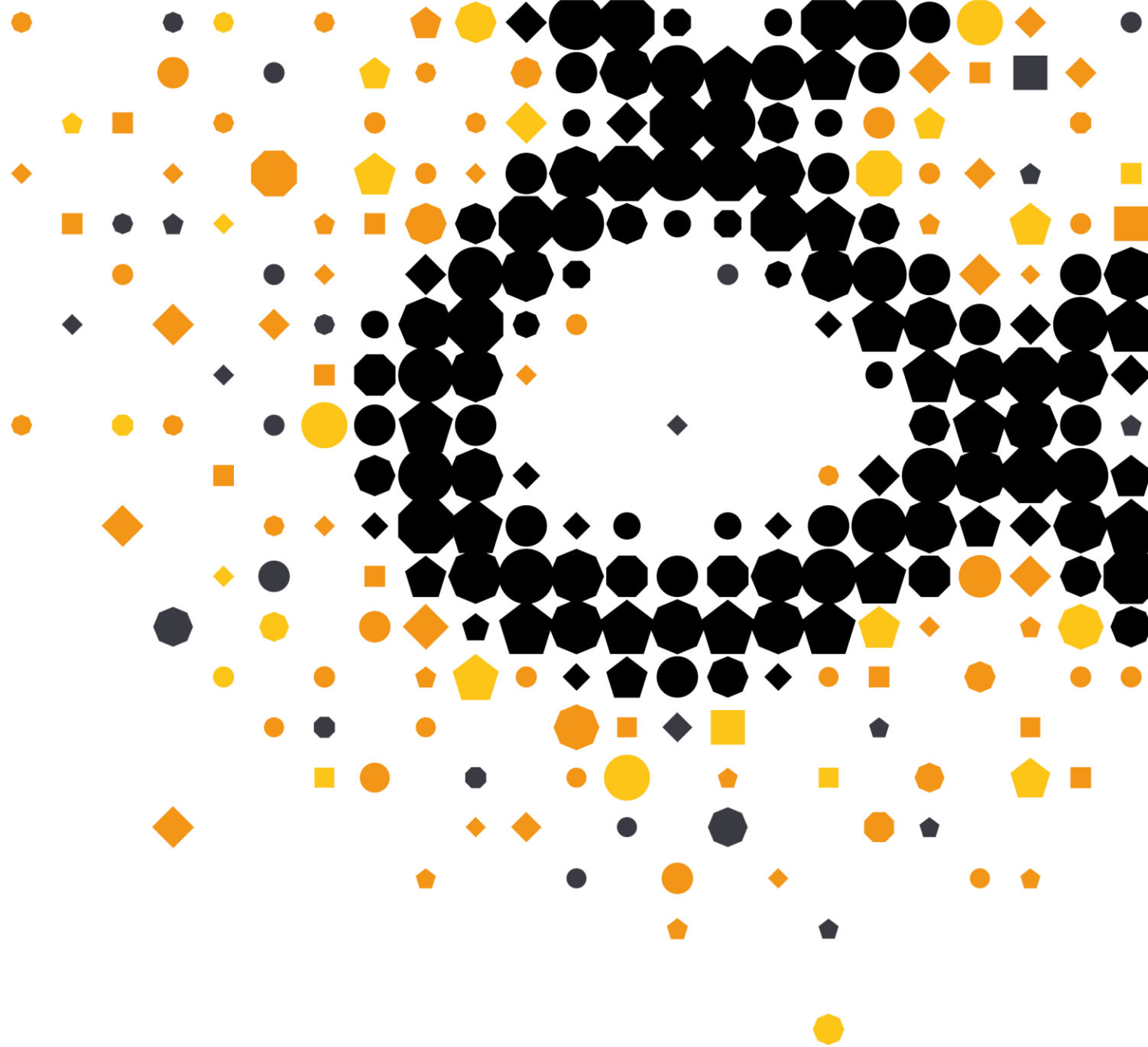
- Project Proposal Brief Summary template
- Declaration of authentication – Project Proposal, Presentation
- Declaration of authentication – Portfolio of evidence
- Portfolio Evidence Matrix
- Project Proposal, Presentation Evidence Matrix

8420-01 Level 5 Diploma for Leaders and Managers - Mapping document

- Portfolio of evidence mapping for EPA



Pause for questions





Next steps

Join us for webinars 2 and 3 in the series:

- Operations/ Departmental Manager Assessment Plan Changes
Webinar 2: Best Practice for the new Assessment Methods:
8th December 09.30 - 11.00
- Operations/ Departmental Manager Assessment Plan Changes
Webinar 3: Informal webinar responding to your questions:
14th December 09.30 - 10.30



To book a place go to i-l-m.com/news-and-events/events



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Thank you!

