

16th February 2021

Senior Leader Apprenticeship

Standard & Assessment Plan Changes

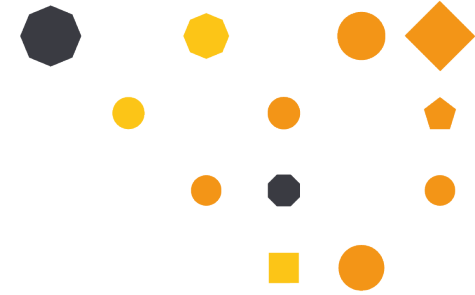
What's new and timescales



Agenda for today

- **Introductions**
- **Background**
- **What is changing – Standard & Assessment Plan**
- **The Assessment Methods**
- **Our processes**
- **Overall timelines**
- **Support from ILM**
- **Next steps**
- **Questions**





Speakers

Joseph Ballantine
ILM Industry
Manager



Jill Hansen
ILM Technical
Advisor



Morice Hole
EPA Partnership
Manager



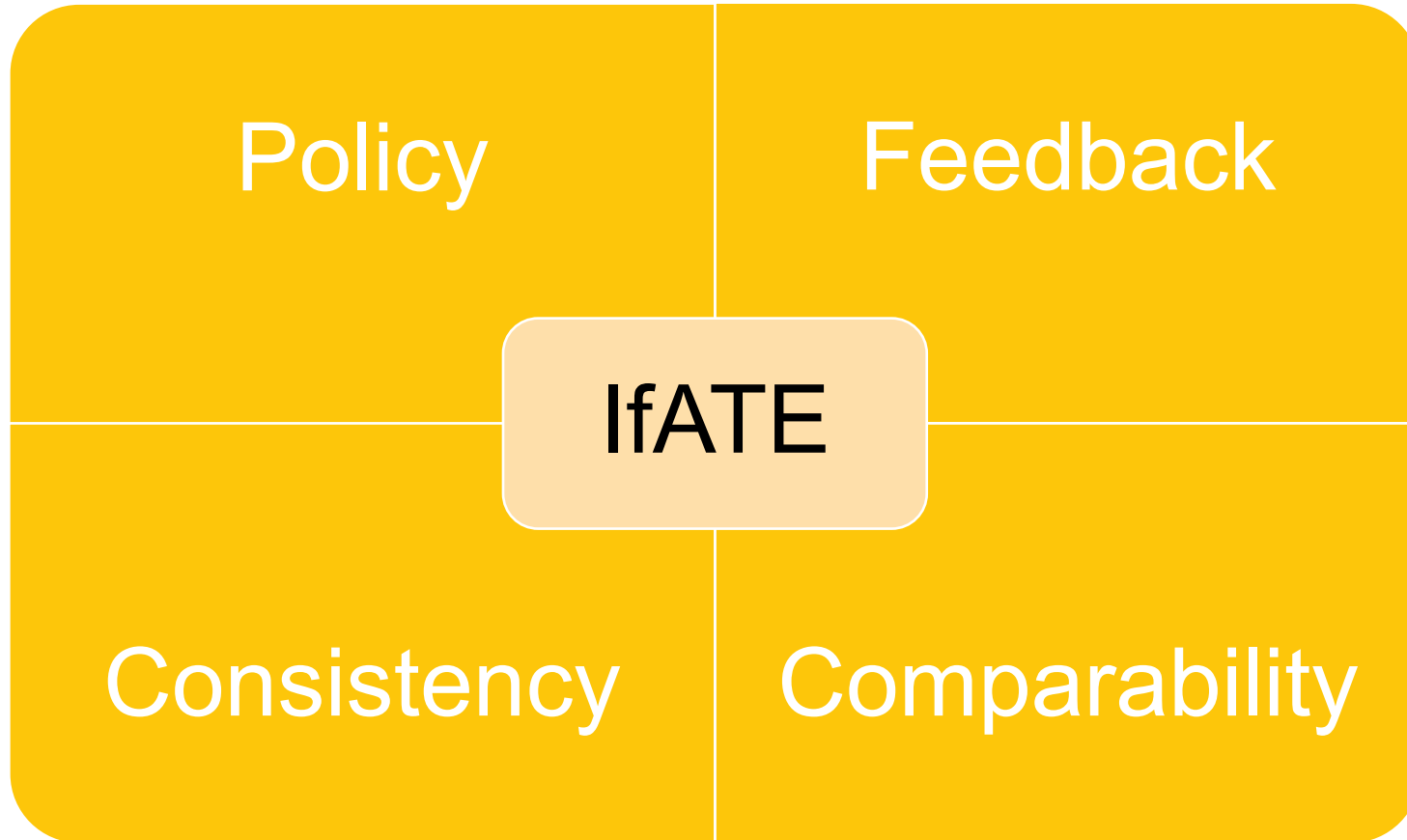
Julie Rowlett
Higher Education
Partnership Manager



Joe Bell
Higher Education
Partnership Manager



Background to the changes – Why have the Standard & Assessment Plan changed?





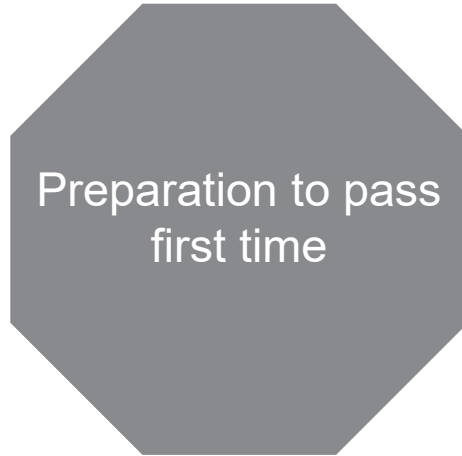
We are here to **support you**

We have a team of specialists dedicated to giving you support throughout the delivery and preparation for end point assessment of apprenticeships at levels 3-7



Guidance on the process

Customer and Apprentice packs plus live presentations from our team



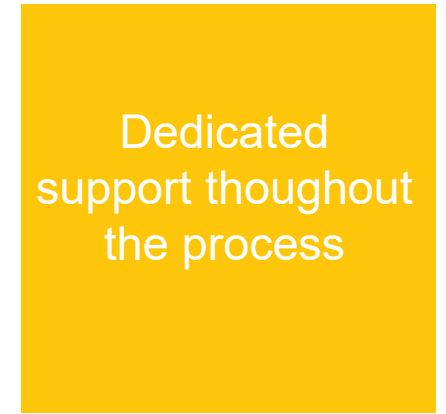
Preparation to pass first time

A growing bank of exemplars and resources.



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. .

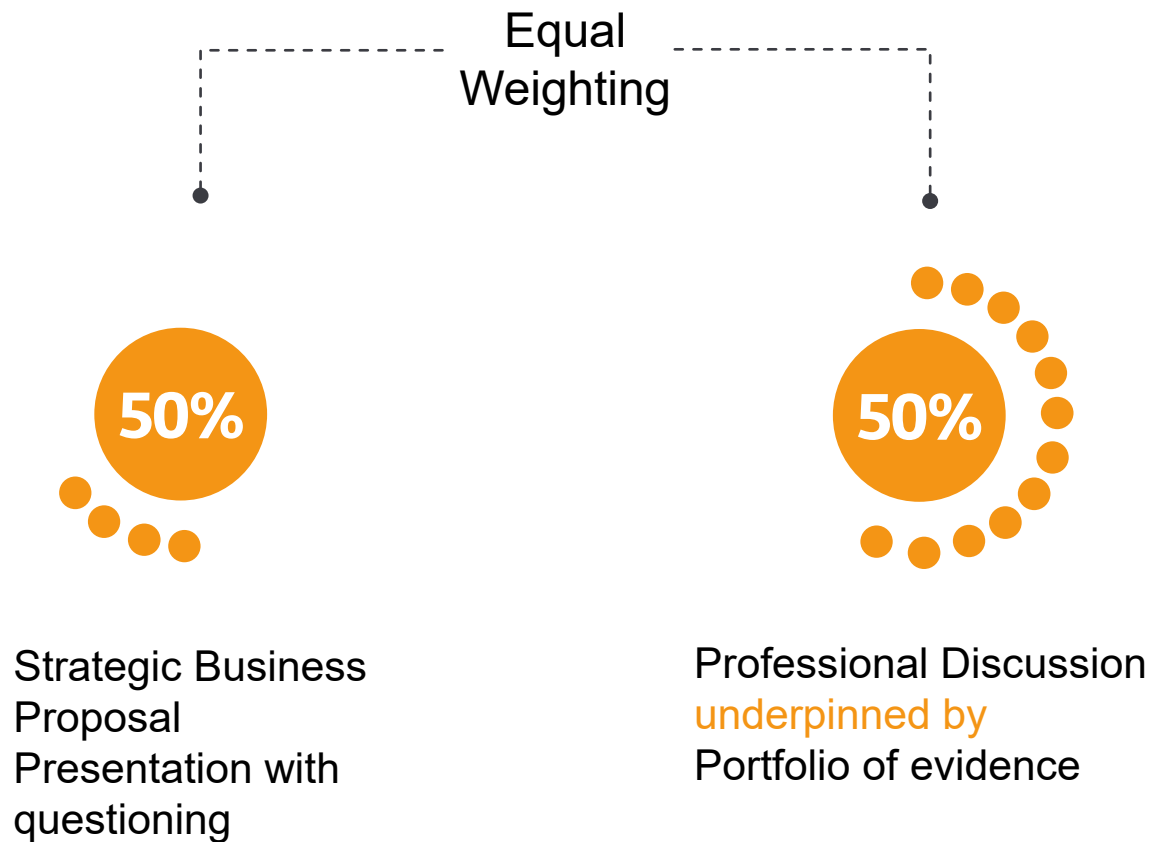
What has changed in the Standard?

The standard, assessment plan and funding band approved 11th January 21 for implementation 29th March 2021

- There is no longer a mandated Master's degree
- The Funding band has been reduced to a maximum threshold of £14,000 (including EPA)
- Occupational Duties have been added
- Knowledge, Skills and Behaviours have been broken down into more manageable statements



Assessment Plan



**Option to resit
assessment
method if fail
capped at a PASS**

The Assessment Plan

Strategic Business Proposal

500 word summary of title, scope submitted at Gateway and approved by the EPAO

4000 word report submitted 12 weeks after Gateway/title agreed and at least 2 weeks before EPA

Presentation submitted 12 weeks after Gateway and at least 2 weeks before EPA

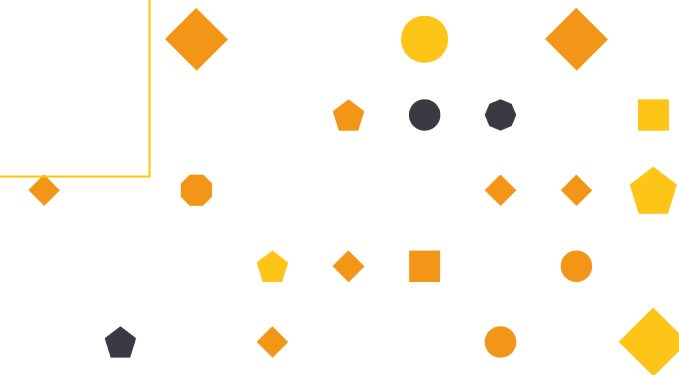
Portfolio

Created on-programme

Must be submitted at Gateway

Typically 18 pieces of evidence

Not assessed but used to underpin the Professional Discussion



Other things of note...

- Apprenticeship 24 months – EPA typically 5 months
- Removal of Merit grade
- 100% of Pass criteria must be met to achieve a PASS
- 100% of Pass and 100% of Distinction criteria must be met to achieve a distinction
- KSB's have been put into groupings and assessment decisions will be made against the assigned grading criteria in each assessment method
- Fail, Pass and Distinction will be awarded for each assessment method as well as an overall outcome
- More emphasis on the role of the Employer at Gateway and beyond



Professional discussion (underpinned by a portfolio of evidence)

Knowledge, Skills, Behaviours (KSBs) Groups

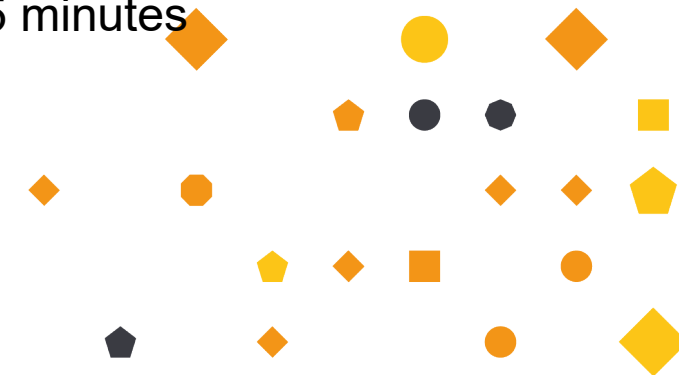
- Organisational Values
- Finance, workforce, planning and procurement
- Driving change and risk management
- Team working and development

Time duration and settings

- 60 minutes plus 10%
- **Minimum of 8** open 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 any methods of self-assessment
- At **least one** piece of evidence for mapped KSBs (should cover multiple KSB's)
- Typically 18 pieces of evidence
- Video/audio extracts - max 5 minutes





Strategic Business Proposal, Presentation and Questioning

Split across two components

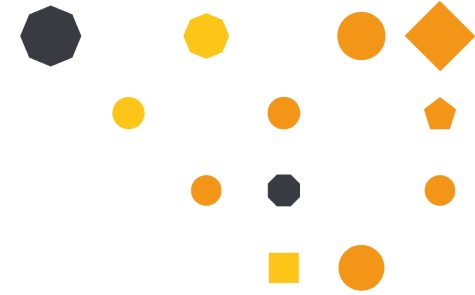
- Assessed holistically
- Component 1 – Strategic Business Proposal
- Component 2 - Presentation with questioning

Knowledge, Skills, Behaviours (KSBs) Groups

- Research
- Methodologies and analysis
- Communication

Some suggested topics are listed in the AP (not an exhaustive list)

- The need to review and implement a change plan to improve financial efficiency within the workplace over a 3-year period
- A focus on the next financial year on how they will take the business forward increasing profits and customers
- 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
- A strategic investment in a significant corporate initiative that will have long term benefits to the business.



Strategic Business Proposal, Presentation and Questioning

Component 1 – Strategic Business Proposal

Strategic Business 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 Proposal is Approved

The apprentice has 12 weeks to prepare

- Detailed Strategic Business Proposal
- Does not need to be fully implemented
- However must have sufficiently progressed to be able to evidence S2

Specification for the Strategic Business Proposal

- Be 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.

Strategic Business Proposal, Presentation and Questioning

Component 2 – Presentation and Questioning

Presentation

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

Questioning

- Minimum of 6 questions – at least one from each specific theme in the Grading Descriptors

Questions will be for:

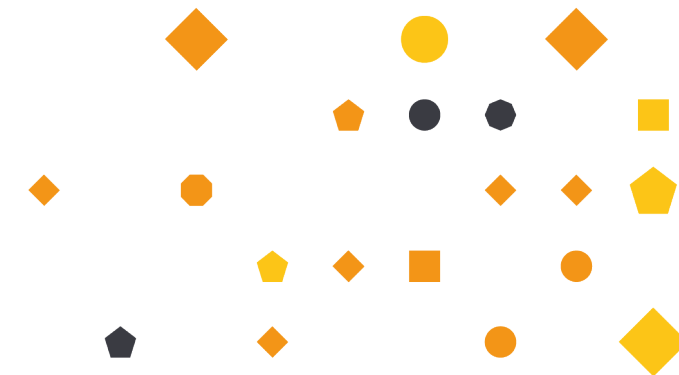
- Clarification
- To assess the breadth and depth of knowledge skills and behaviours

Time duration and settings

60 minutes plus 10%

Typically:

- 20 minutes presentation
- 40 minutes questioning
- Minimum of 6 questions



Introducing



Morice Hole

**End-Point Assessment
Partnership Manager**





EPA Partnership Managers



Morice Hole
for South West
M: 07718 092138
Morice.hole@cityandguilds.com



Janice Collins
for the North
M: 07872 463170
Janice.collins@cityandguilds.com

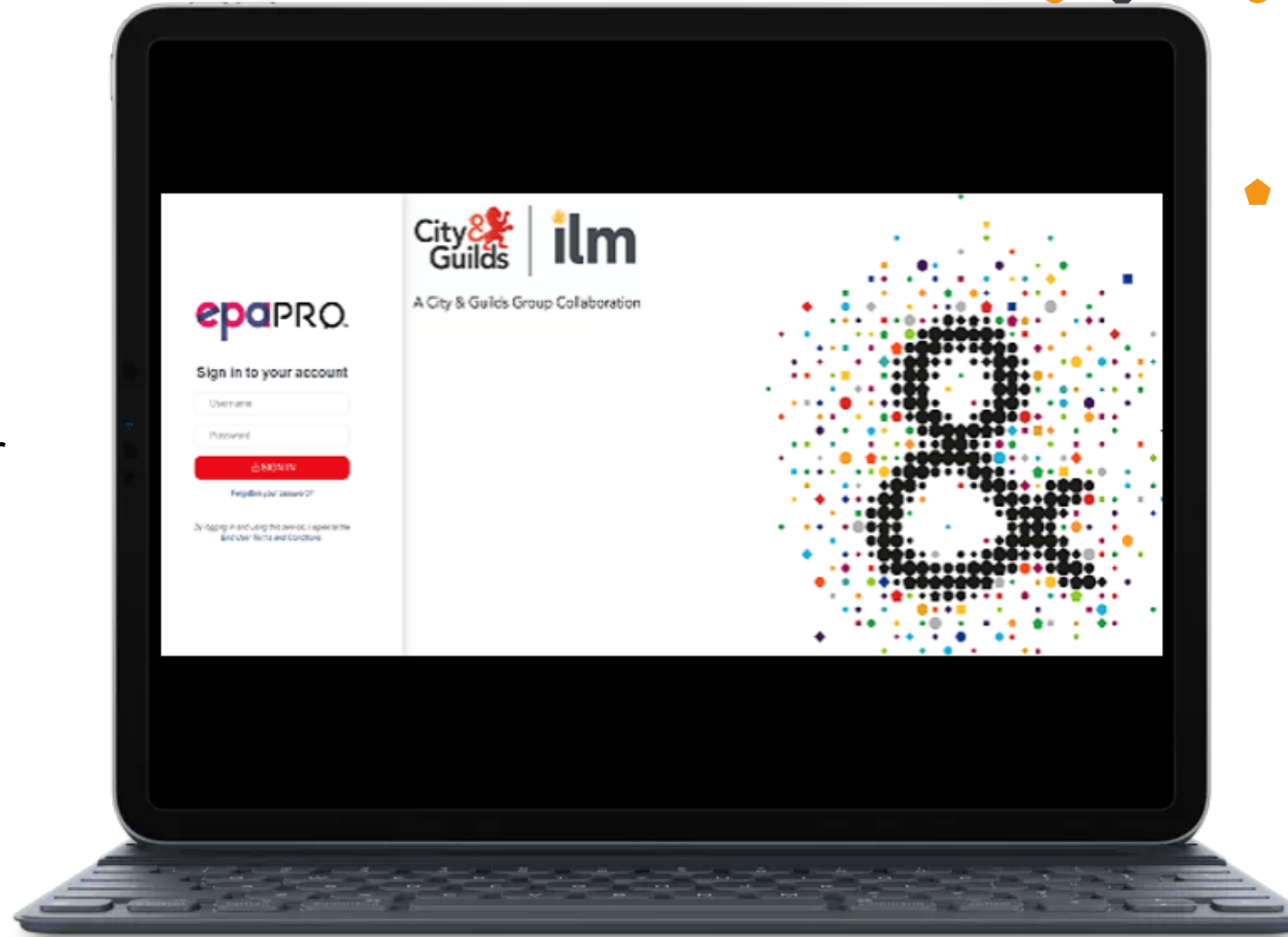


Rebecca Hollamby
for the Midlands
M: 07876 448 147
Rebecca.Hollamby@cityandguilds.com

New EPA delivery Platform : EPA Pro

- Your end-to-end EPA delivery platform from Registration to Results
- Access using any standard web browser
- Responsive design lets you use whatever device works best for you
- Available 24/7 – work where and when you want

<https://epa.cityandguilds.com/login>



ILM EPA Package

- EPA Service from the **largest and most experienced** EPAO
- Support from our **EPA experts** (apprentice / employer / tutor support sessions as needed)
- Exemplar **EPA resources** and Learner Journey
- Studying membership of **The Institute of Leadership and Management**
- Access to wide range of TILM **leadership resources**
- Our customer friendly '**Pay after EPA**' approach (only £25 upfront)

Embedded in EPA achievement:

- Digital credentials
- Lifetime Royal Charter post-nominals (no annual fee) - MCGI
- Pathway to professional membership



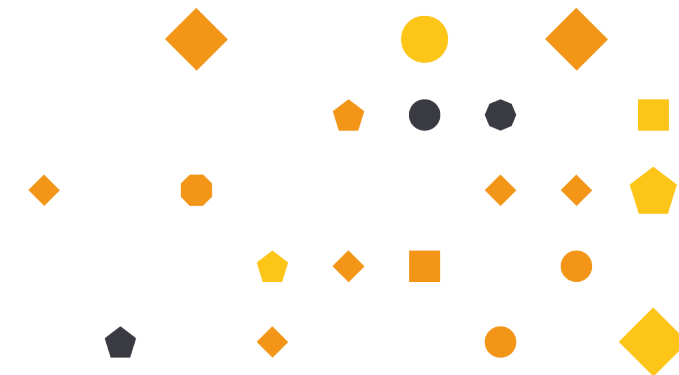
End-point Assessment (EPA) Support Documents

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

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

- Gateway declaration form
- Declaration of authentication – Presentation
- Declaration of authentication – Portfolio of evidence
- Evidence Matrix



Our Higher Education Partnership Managers



Julie Rowlett
Higher Education Partnership Manager
Julie.rowlett@i-l-m.com



Joe Bell
Higher Education Partnership Manager
Joe.bell@cityandguilds.com





Our ILM Technical Advisors



Karen Egan

Technical Advisor

Leadership Management

Karen.Egan@i-l-m.com



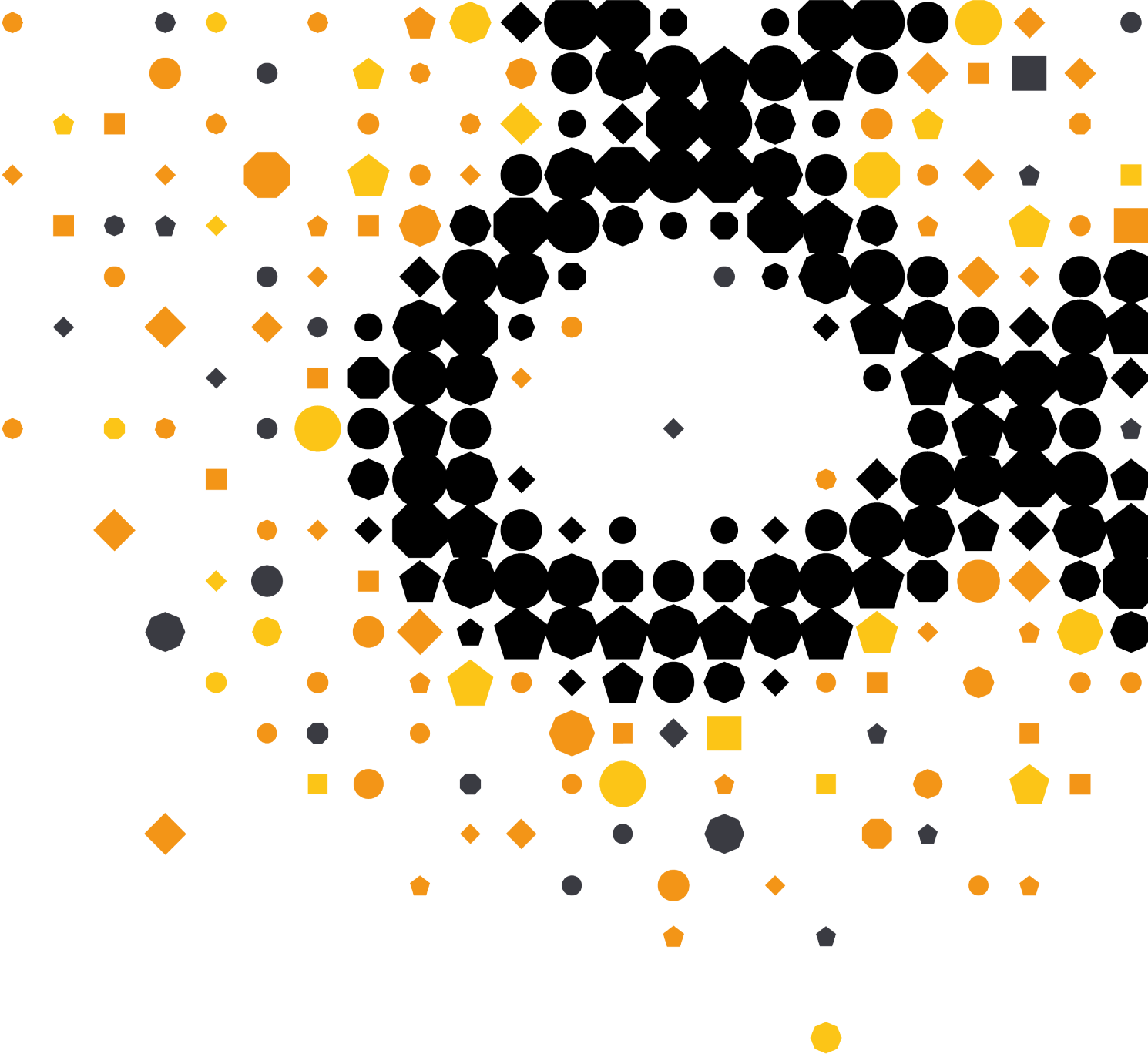
Jill Hansen

Technical Advisor

Leadership Management

Jill.Hansen@i-l-m.com

Questions





Next steps:

Join us for webinars 2 and 3 in the series:

Webinar 2 30th March The assessment methods – a deep dive

Webinar 3 4th May Q&A



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



Keep up to date with us

Look out for our upcoming communications direct to your inbox



Follow us on social media:



[@ILM UK](https://www.linkedin.com/company/ilmuk1)



[@ilm_uk](https://twitter.com/ilm_uk)



[@ilmuk1](https://www.facebook.com/ilmuk1)

Thank you!

