

# Team Leader / Supervisor Assessment

## Plan Changes

What's new and the timescales

Webinar 1 in a series of 3

Friday 10 July





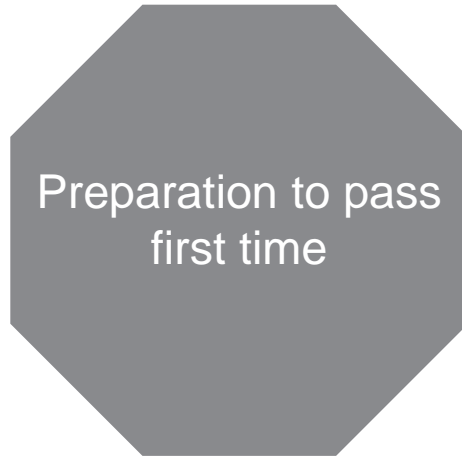
# We are here to support you

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.



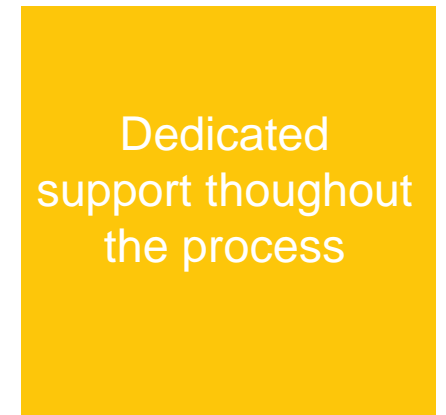
Preparation to pass first time

An EPA preparation tool tailored to the apprentice and the standard.  
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.

# Introducing



**Karen Egan**

**ILM Technical Advisor**



# 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**



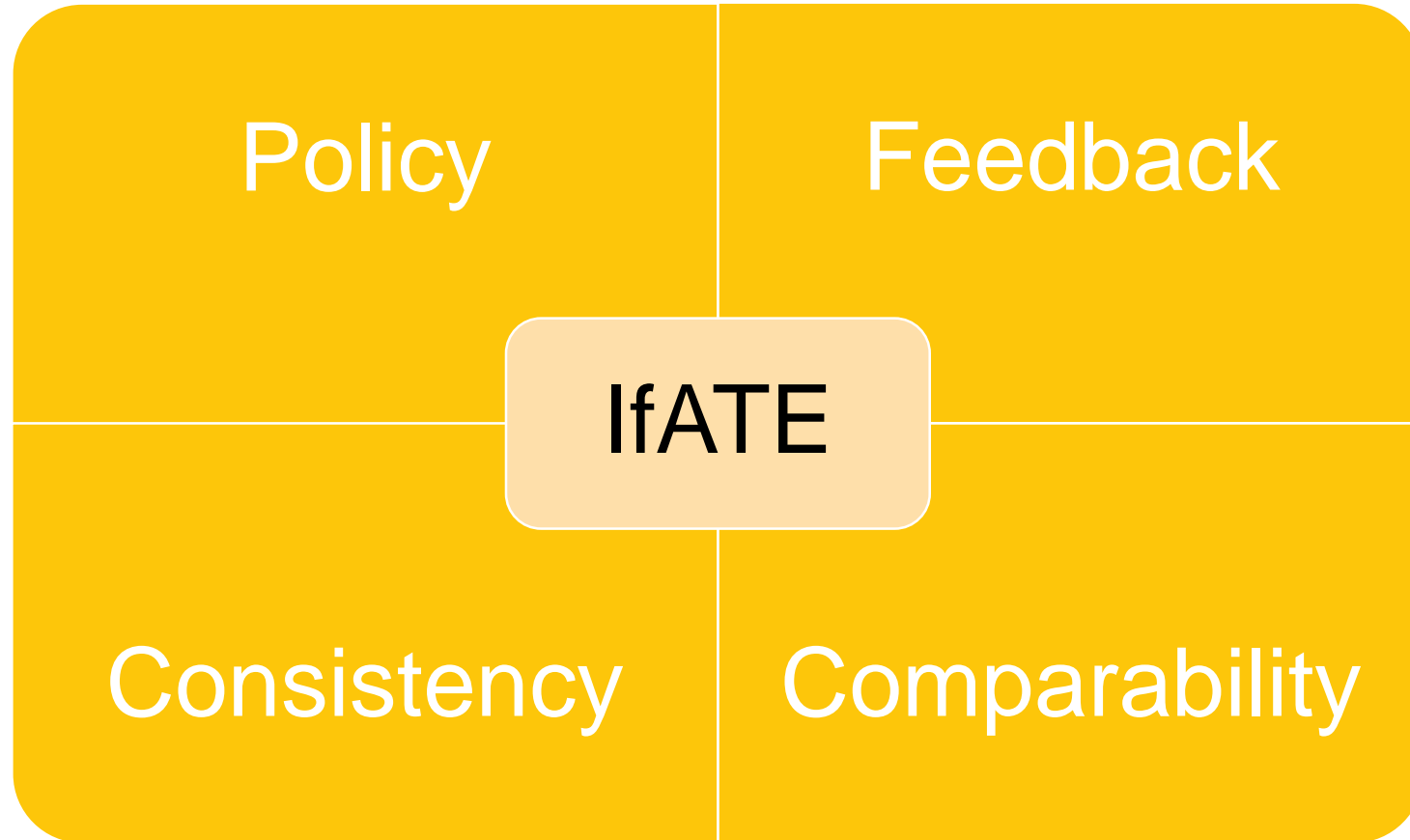
# Introducing



**Joe Ballantine**  
**ILM Industry Manager**



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



# What's new on the Assessment Plan – key changes

Current Assessment Plan	What	New Assessment Plan
Yes	Test	No
Yes - Assessed	Portfolio required	Yes but not assessed
No Submitted 2 weeks before face to face EPA	Portfolio submitted at Gateway	Yes – so that the Presentation Topic & Title can be allocated
Yes	Interview / Q&A	Yes following the Presentation
No	Presentation	Yes – Topic & Title chosen by EPAO post Gateway based on portfolio
Yes – for CPD	Professional Discussion	Yes underpinned by the portfolio of evidence
No guidance	Portfolio – guidance on number of pieces of evidence	20 Pieces of evidence

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

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

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

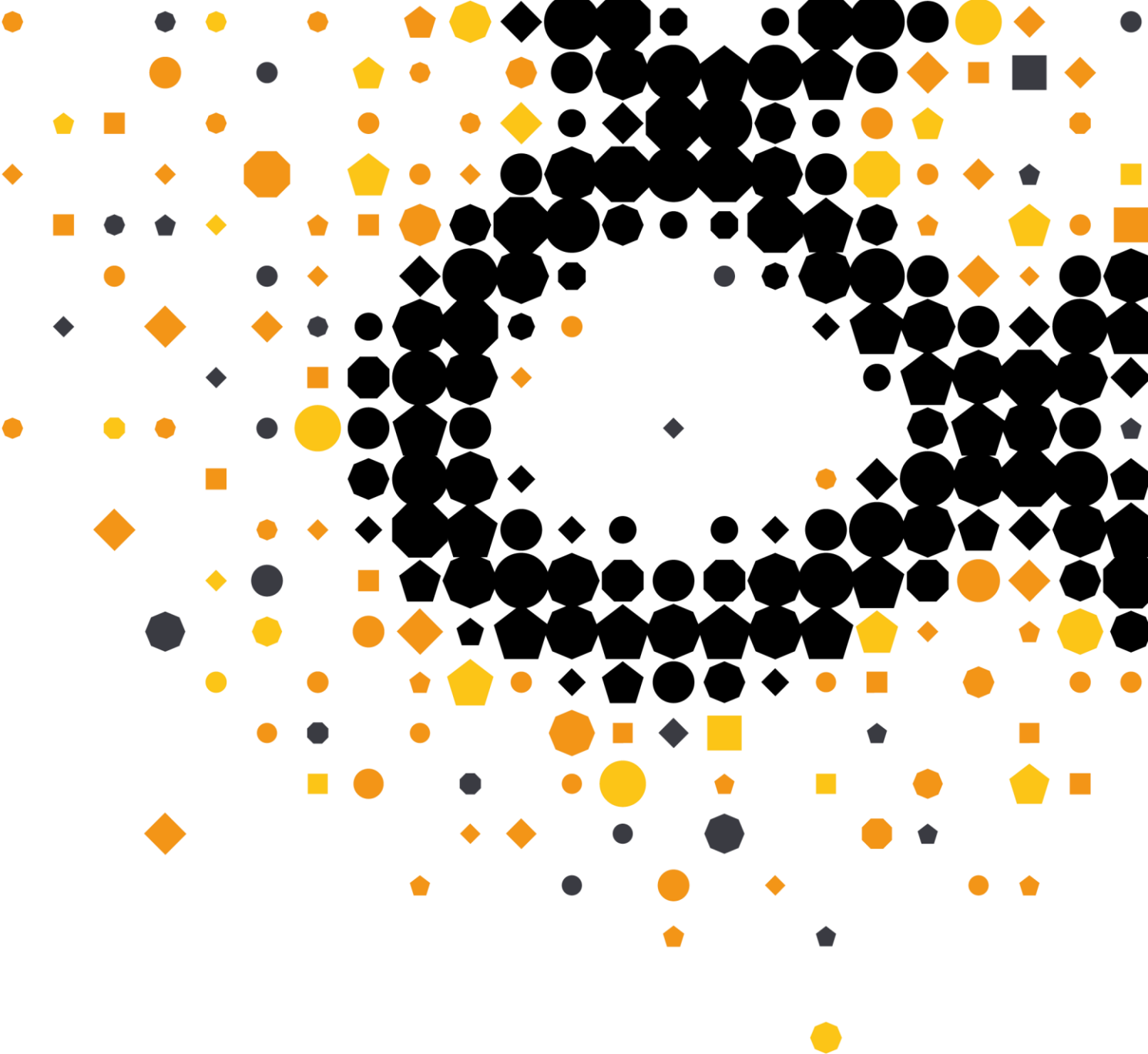


# What's new from ILM

Current Assessment Plan	What	New Assessment Plan
Yes	Feedback provided to apprentices who fail	Yes
No	Feedback provided to apprentices who pass	Yes (please note this is not developmental feedback but will show where the apprentice achieved a pass / distinction)

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

**Pause for questions**



# Introducing



**Giusy Poliseo**  
**Development Manager**





## Presentation with questions and answers (9308-703/753)

### Knowledge, Skills, Behaviours (KSBs) Groups

- Team Building and Development
- Communication
- Organisation Structure & Strategy
- Problem Solving
- Data Analysis

### Title post Gateway

- Based in IEPA portfolio review
- 2 weeks for submission of presentation
- EPA event occur 4 weeks after title begin set

### Topics

- Reviewing ways to reduce cost and increase efficiency in a business environment
- Implementing a performance management process within a team or business unit
- Supporting their team through a period of change within their organisation
- Managing a difficult situation within their team
- Solving an operational problem within the workplace

### Time duration and settings

#### 50 minutes plus 10%

- 20 minutes presentation
- 30 minutes Q&A (with minimum of 5 questions from each KSB group)

# Professional discussion underpinned by a portfolio of evidence (9308-704/754)

## Knowledge, Skills, Behaviours (KSBs) Groups

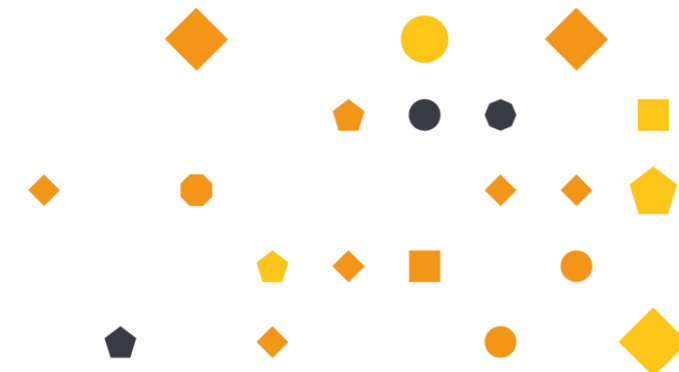
- Building a High Performance Team
- Project Management
- Organisational Governance
- Managing Self

## 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 any methods of self-assessment
- At **least one** piece of evidence for mapped KSBs
- Typically 20 pieces of evidence



# Pause for questions



# Introducing



**Morice Hole**

**End-Point Assessment  
Partnership Manager**



# Options for Team Leader / Supervisor Apprentices nearing EPA

## Already registered with ILM for the 'old' Team Leader / Supervisor EPA

- Continue as registered and complete the 'old' EPA as originally planned – but see timeline later in this webinar)
- 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 Team Leader / Supervisor EPA

- Register against the 'old' EPA up until 31 December 2020
- Register against the 'new' EPA (available from 31 July 2020)





# Registering onto the new Team Leader / Supervisor Assessment Plan

- This would be completed in the usual way through walled garden
- Making sure you use the ILM tab
- Registering against **9308-22** in your catalogue
- Registration fee £25 giving access to the EPA preparation tool





# Switching Existing Learners to new assessment plan

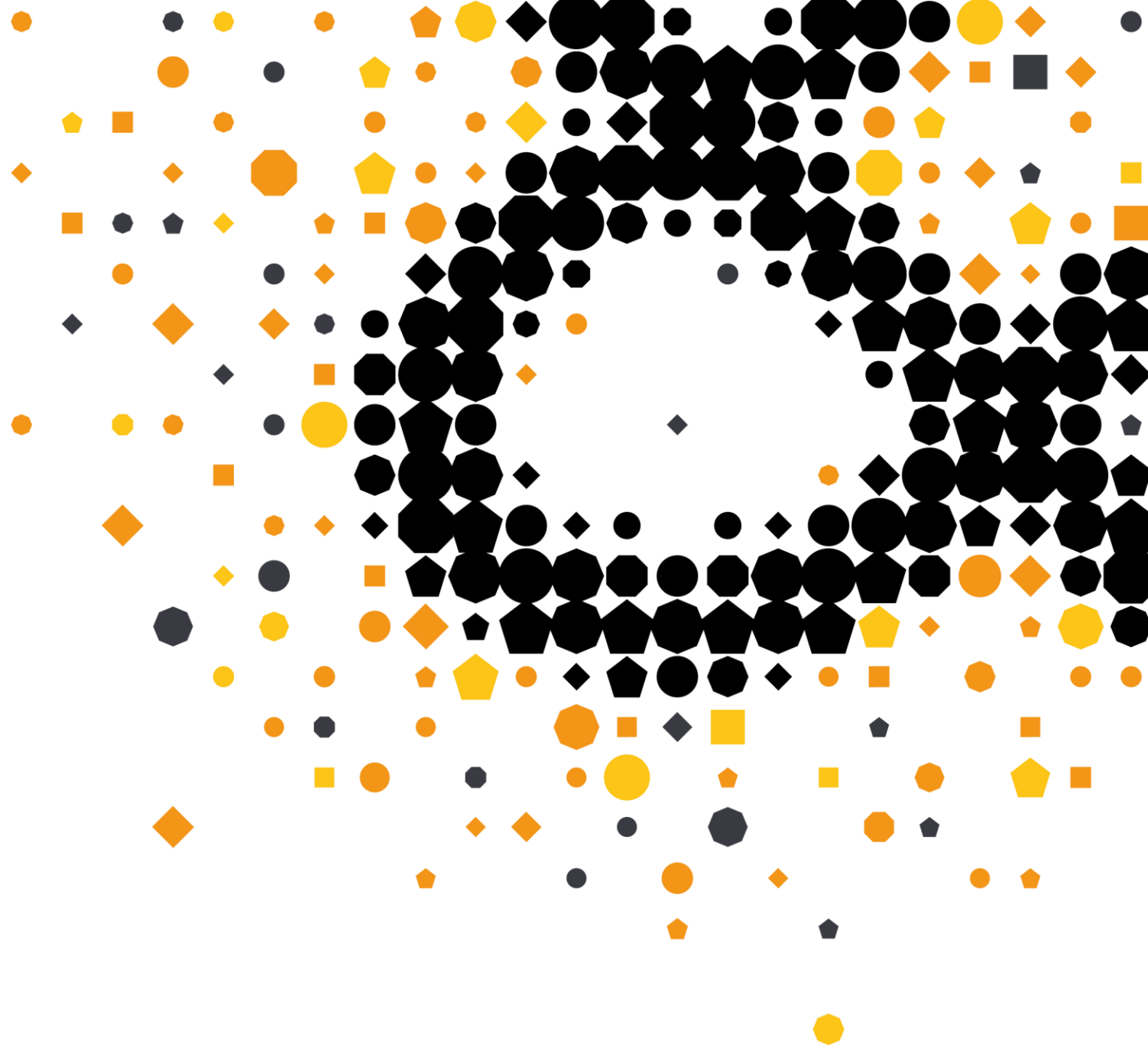
- Go live for registrations and bookings on 31st July 2020
- Send an email to [EPA@cityandguilds.com](mailto:EPA@cityandguilds.com) your email needs to include:
- Subject Title - Team leader V2 EPA booking
- Number of learners you would like to switch
- When you would like the EPA to take place
- EPA events will start from 14th September 2020
- You cannot switch if the apprentice has already started their assessment on current assessment plan
- The last date to register on V1 is 31 December 2020.



# End Point Assessment Partnership Managers

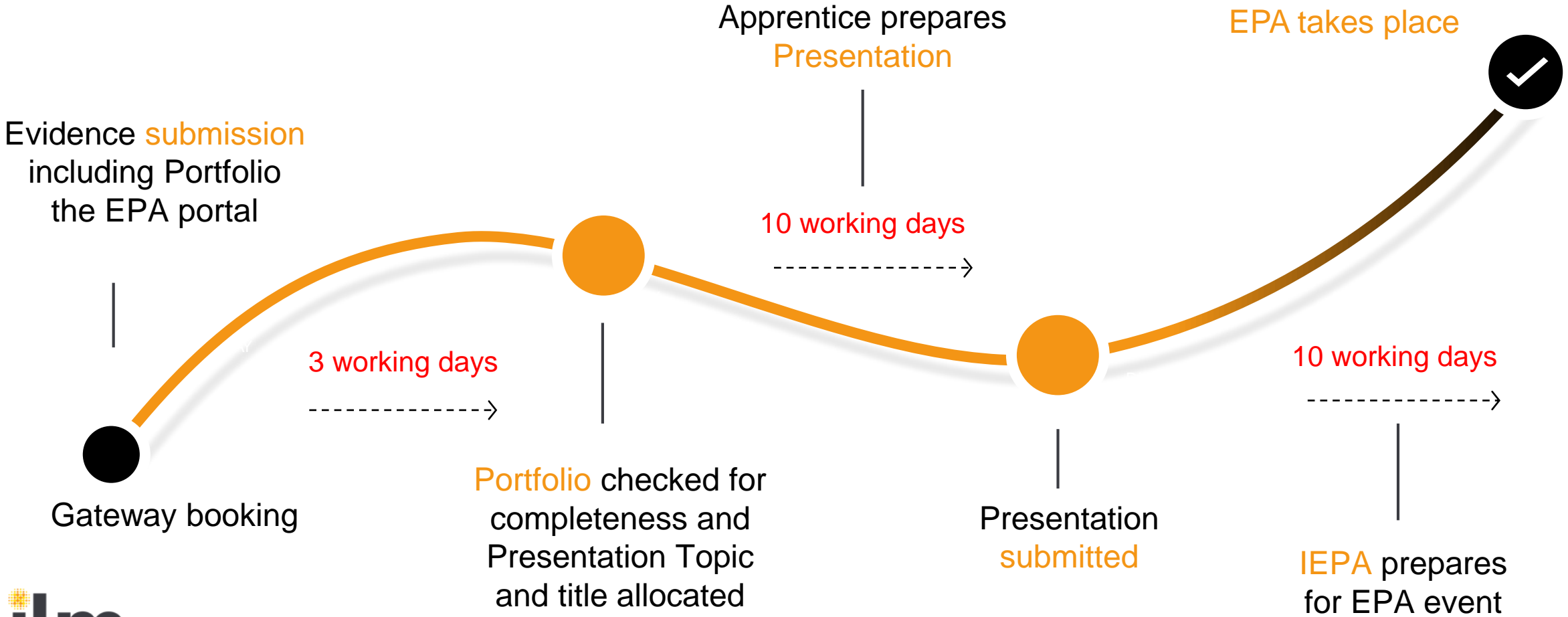
Morice Hole – South West	Morice.hole@cityandguilds.com
Janice Collins - North	Janice.collins@cityandguilds.com
Rebecca Hollamby - Midlands	Rebecca.Hollamby@cityandguilds.com
Martin Newman - South	Martin.Newman@cityandguilds.com

# Pause for questions





# Timeline of EPA assessment



# Key Dates

	31 July 2020	14 Sept 2020	31 December 2020	30 April 2021
Version 1 (outgoing) 9308			Last date to register learners against outgoing version	Last EPA takes place against outgoing version (including re-sits)
Version 2 (new) 9308 - 22	Open for registrations against new version	Earliest EPA takes place against new version		



# End-point Assessment (EPA) Documents

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

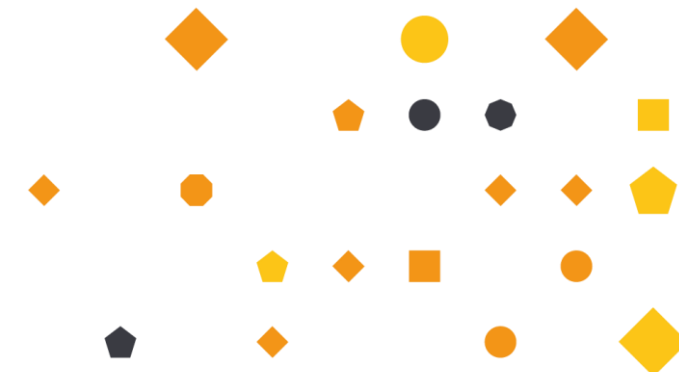
- The occupation standard
- Resource requirements for EPA
- Timeline for EPA
- EPA methods and guidance on grading
- Guidance for the customers
- Guidance for the apprentices
- Mapping of Knowledge, Skills and Behaviours (KSBs)
- Presentation with questions and answers - ILM Mapping References for feedback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

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

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

## 8410-01 Level 3 Diploma for Managers - Mapping document

- Portfolio of evidence mapping for EPA



# Pause for questions







# Next steps

Join us for webinars 2 and 3 in the series:

- Team Leader / Supervisor Assessment Plan Changes  
**Webinar 2: Best Practice for the new Assessment Methods:**  
16 July, 12.00 – 13.30
- Team Leader / Supervisor Assessment Plan Changes  
**Webinar 3: Informal webinar responding to your questions:**  
29 July, 12.00 – 13.00

To book a place go to [i-l-m.com/news-and-events/events](https://i-l-m.com/news-and-events/events)





# Next steps

## Visit our website for more information

Visit our webpage for more information on the new standard: [i-l-m.com/team-leader-assessment-plan](https://i-l-m.com/team-leader-assessment-plan)



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# Thank you!

