

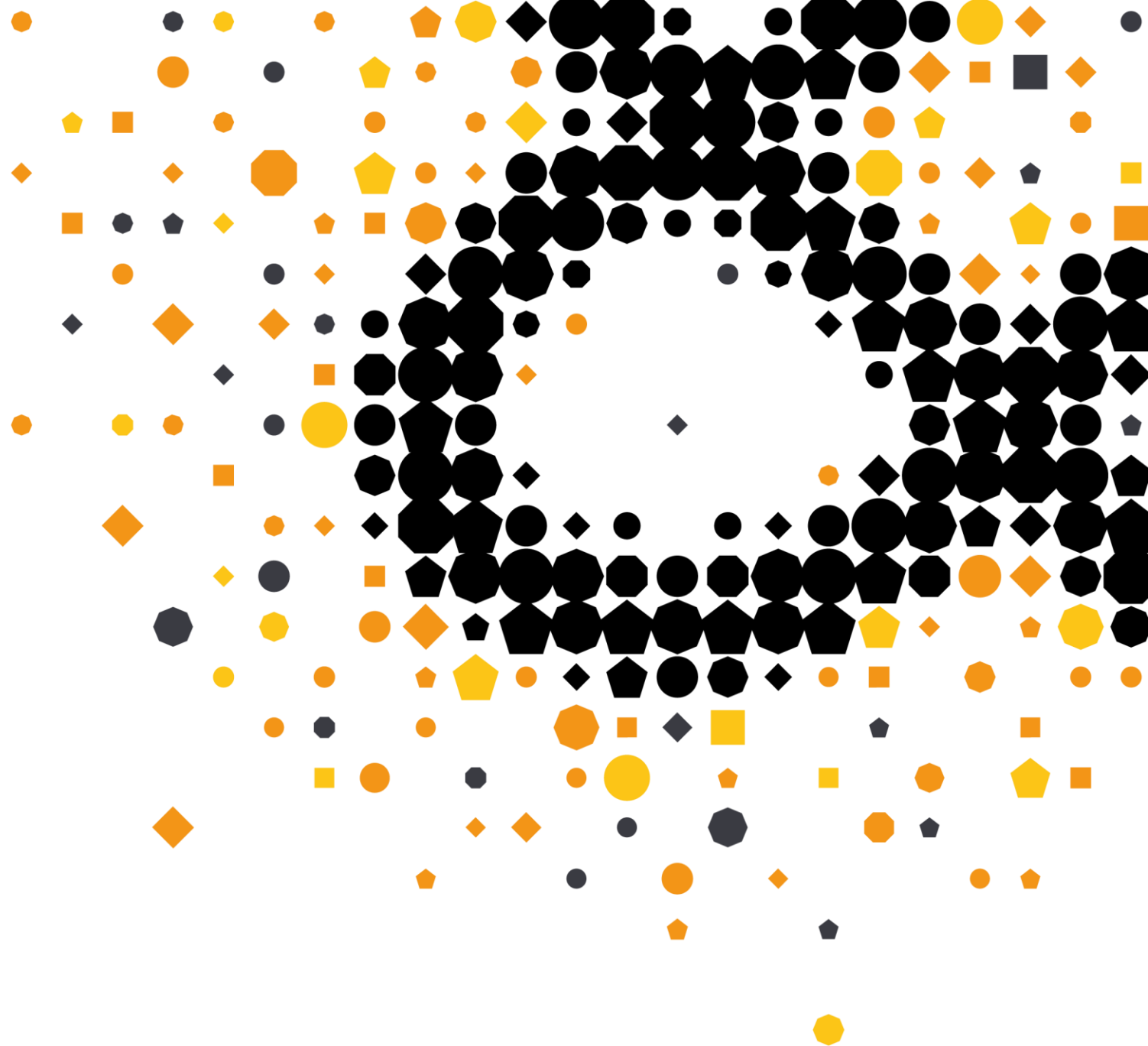
**Team Leader / Supervisor
Assessment**

Plan Changes

Informal Q&A session

Webinar 3 in a series of 3

Wednesday 29 July





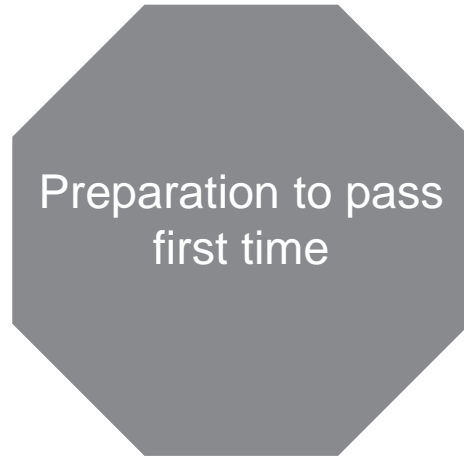
We are here to support you

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.



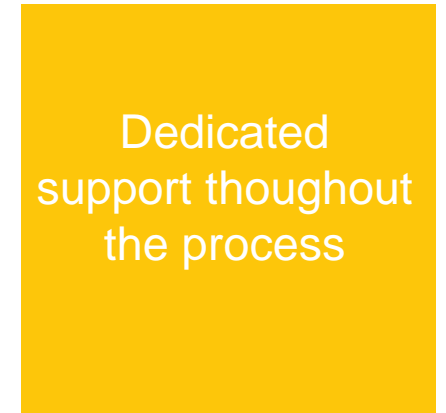
Preparation to pass first time

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.



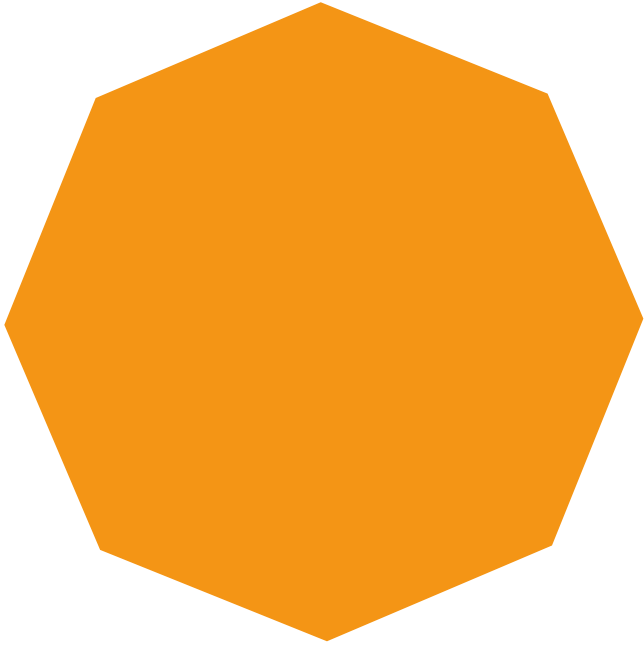
Dedicated support throughout the process

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.

Agenda for today

- **Introductions**
- **Our processes**
- **Documentation to support you**
- **Timelines we are working to**
- **The Assessment Methods**
 - Portfolio
 - Professional Discussion
 - Presentation
- **EPA Preparation Tool**
- **Questions**





The Process and Timelines

Panel responding to questions from the attendees (put forward at the time of registering)



Options for Team Leader / Supervisor Apprentices nearing EPA

Already registered with ILM for the 'old' Team Leader / Supervisor EPA and commenced their Apprenticeship before 26 June 2020

- Continue as registered and complete the 'old' EPA as originally planned
- Switch to the new EPA

Please note 2nd 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 for learners who commenced their apprenticeship before 26 June 2020 but see below
- Register against the 'new' EPA (available from 31 July 2020) for all learners who commenced their apprenticeship on or after 26 June 2020 or who commenced before this date who wish to switch to the new version



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



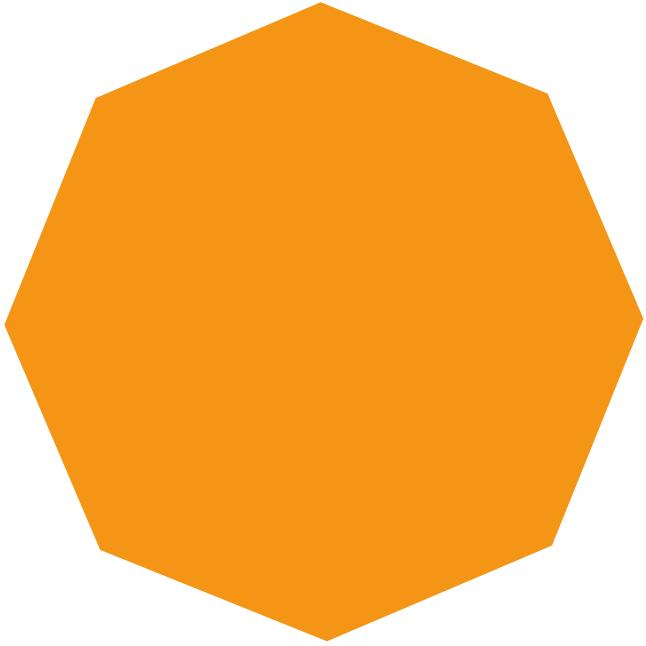


Switching Existing Learners to new assessment plan

- Go live for registrations and bookings on 31st July 2020
- EPA events will start from 14th September 2020
- Send an email to EPA@cityandguilds.com
 - Subject Title - **Urgent Team Leader Version 1 to Version 2 switch**
 - Attach a spreadsheet with the following information

Centre name	Centre No	Centre contact email	First name	Surname	Enrolment	Old Qual	New Qual

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



Documentation



End-point Assessment (EPA) Documents

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

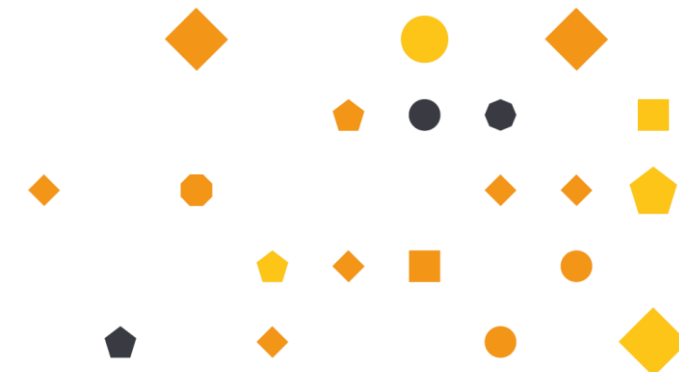
- The occupation standard
- Resource requirements for EPA
- Timeline for EPA
- EPA methods and guidance on grading
- Guidance for the customers
- Guidance for the apprentices
- Mapping of Knowledge, Skills and Behaviours (KSBs)
- Presentation with questions and answers - ILM Mapping References for feedback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





The Assessment Methods Professional Discussion underpinned by Portfolio of evidence

Panel responding to questions from the attendees (put forward at the time of registering)



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

Knowledge, Skills, Behaviours (KSBs) Groups

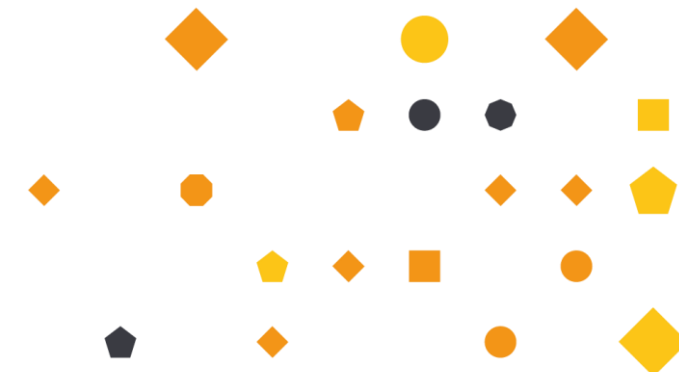
- Building a High Performance Team
- Project Management
- Organisational Governance
- Managing Self

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





The Assessment Methods Presentation with Q&A

Panel responding to questions from the attendees (put forward at the time of registering)





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)

Further ad-hoc questions





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



Look out for our upcoming communications direct to your inbox



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Thank you!

