

## **L4 Business Analyst Standard: EPA Fact Sheet**

### **Purpose**

This document distils the key requirements for End Point Assessment (EPA) for the revised Level4 Business Analyst Apprenticeship Standard. The full [EPA plan](#) should be consulted for more details.

### **Gateway Requirements**

There are no formal on-programme assessments on this Standard. All assessments are post-Gateway. Gateway is the start of the EPA period, typically lasting 3 months. The Apprentice can only enter Gateway once the following requirements are fulfilled:

- The Apprentice has achieved English and Mathematics at Level 2
- Employer is satisfied and confirms that the apprentice is working at or above the level set out in the occupational Standard (employer can take advice from Firebrand)
- The apprentice submits to the End Point Assessment Organisation (EPAO) a title of the project with a 500 word summary of what the work-based project will - see assessment method 1 (AM1) below
  - The key requirements for the proposed project are that it must be real-work, occupationally relevant to the apprentice's role and meets the needs of the business
  - It must also allow the Apprentice to demonstrate the Knowledge, Skills and Behaviours (KSBs) mapped to AM1 on a case-by-case basis
  - Firebrand will advise and guide employers in terms of an apprentices suitability for EPA, however the ultimate decision to enter EPA sits with the employer
- The Apprentice submits a portfolio demonstrating the application of KSBs as mapped to AM2 (see below) and any supporting material to underpin the Professional Discussion

### **Assessment Methods**

There are two distinct assessment methods (AMs), each mapped to a set of KSBs that the outputs of both AMs must evidence. The list of KSBs assigned to AM1 and AM2 can be found in the [EPA plan](#).

**AM1 Project Proposal with Presentation and Questioning:** The Apprentice will conduct a project and submit a formal technical report (5000 words limit) to the EPAO after a maximum of 6 weeks from the EPAO signing off the project proposal. See the detailed [EPA plan](#) for further guidance on the structure and contents of the report.

The second component of AM1 takes the form of a 45-minute questioning, based on the submitted products of each scenario. The combined outputs from the scenario-based test and questioning must evidence all mapped KSBs to the appropriate level in line with grading descriptors for the AMs as a whole to be passed.

**AM2 Professional Discussion Underpinned by Portfolio:** This assessment method takes the form of a 60 minute 1:1 Professional Discussion based on the portfolio (not in itself directly assessed) and focuses on the coverage of KSBs mapped to AM2. All evidence must be valid and attribute to the Apprentice with the portfolio of evidence containing a statement from the employer and the apprentice confirming this. Unlike the report in AM1, the portfolio is not directly assessed but it underpins the professional discussion in which the Apprentice is given the opportunity to authenticate the evidence contained in their portfolio, their experience and competence. For further details including evidencing work conducted under confidential environment, consult the [EPA Plan](#) for this Standard.

### **Grading Outcomes**

All EPA methods must be passed for the EPA to be passed overall. Both assessment methods are weighted equally in their contribution to the overall grade. Detailed descriptors for Pass and Distinction criteria are contained in the EPA plan for this Standard. Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take within the EPA period.

### **On Programme Activities to Support EPA**

Apprentices will spend the duration of the programme (pre-gateway) developing all KSBs in the occupational Standard with a minimum of 20% off-the-job training. During this period they will also be compiling a portfolio of evidence to underpin the professional discussion.

