

Frequently asked Questions

Highfield Level 3 Award in Undertaking End-Point Assessment (RQF)

Who is this qualification for?

This qualification has been designed to support those who plan to assess apprentices undertaking end-point assessments (EPAs). It will provide specific knowledge and skills for those who already have sector competence within the areas of approved apprenticeship standards, but would like to gain a more specialised understanding of EPA processes and practices. It will support them to understand and use EPA principles and practices to assess an apprentice against an apprenticeship standard.

What does this qualification cover?

The qualification covers assessment methods that are used in the majority of assessment plans for approved apprenticeship standards. This comprises knowledge tests, professional discussions, practical observations and work projects.

It has been designed to support assessors in understanding the different types of EPA and the role of the EPA assessor. It will enable them to apply new EPA methodologies while making the distinction between end-point and ongoing assessment, and covers learning outcomes and assessment criteria that focus on EPA grading and quality assurance processes.

Who can take this qualification?

To register for this qualification, learners must meet the following entry requirements:

- be 18 years of age or above
- have literacy and numeracy skills at level 2
- proven experience in the sector area that they plan to conduct EPA assessments in

Are assessor/IQA staff within a centre able to take this qualification?

Yes. They should also note that on the successful completion of the qualification to carry out end-point assessments, assessors must be employed or contracted by an approved apprentice assessment organisation and meet any other end-point assessor requirements set out in individual apprenticeship assessment plans.

Who can deliver this qualification?

This qualification can be delivered by training centres that are recognised as Highfield approved centres. Approved centres should therefore contact their account manager to request approval for this qualification.

Assessment material is available in the members' area of the Highfield website. However, before delivering the qualification, centres must provide Highfield with a proposed delivery plan and examples of any assessment materials that they plan to use in addition to any Highfield assessment material.

For more information on becoming a Highfield approved centre, go to <https://centres.highfieldabc.com/Application/Default.aspx>

Is this qualification recognised?

Yes, the qualification sits on the Regulated Qualifications Framework (RQF), which is regulated by Ofqual.

Ofqual regulates qualifications, examinations and assessments in England and reports directly to parliament, making it independent of government. Highfield Qualifications is recognised by Ofqual, Qualifications Wales and Scottish Qualifications Authority (SQA) Accreditation.

How long will it take?

The total qualification time (TQT) is 60 hours. Of this, 24 hours are recommended as guided learning hours (GLH).

TQT is an estimate of the total number of hours it would take an average learner to achieve and demonstrate the necessary level of attainment to be awarded with a qualification, both under direct supervision (forming GLH) and without supervision (all other time). TQT and GLH values are advisory and assigned to a qualification as guidance.

How is the qualification assessed?

The qualification is assessed by the completion of a portfolio of evidence that must cover all assessment criteria.

Learners will demonstrate assessment skills by making, recording and justifying assessment decisions of work and projects against apprenticeship standards and assessment plans. A requirement of the qualification is that learners must complete assessments covering 3 EPA methods. These can take place in a simulated environment.

What is the credit value?

This qualification is worth 6 credits.

What are the fees?

Fee per registration per candidate:

0-99 £25.00

100+ £20.00

Why is Highfield offering this qualification?

We are going through one of the biggest ever changes in the vocational education sector. The Highfield Level 3 Award in Undertaking End-Point Assessment (RQF) was developed after we received feedback from employers, training providers and assessors/prospective assessors who wanted more information and training opportunities about the end-point assessment process and practices.

The Highfield Level 3 Award in Undertaking End-Point Assessment (RQF) has been tailored solely for those carrying out EPA processes and practices. It is designed to meet the needs of employers, training providers and assessors while embracing the wider changes happening to apprenticeships, and will ensure assessors have a qualification that is fit for purpose and that covers the intricacies of the new EPA process.

Who are Highfield?

Highfield Qualifications is part of the Highfield Group, a global leader in regulated, international, endorsed and work-based learning qualifications, end-point assessment, training materials and e-learning, and the winner of the Queen's Award for Enterprise.

Highfield is actively involved in the development of the UK's workforce and productivity, as well as contributing to government plans for 3 million apprenticeships by 2020 and the switchover to new apprenticeship standards.

The Highfield Group is made up of:

- Highfield Qualifications – awarding organisation (AO)
- Highfield International – learning resources publisher
- Highfield e-learning – developer of e-learning, e-assessment and learner management systems
- Highfield Assessment – apprentice assessment organisation (AAO)
- Highfield Middle East Asia – international operations, based in Dubai

What next?

Individuals achieving this qualification may choose to progress on to a Highfield Level 3 Assessor qualification or a Highfield Level 4 Internal Quality Assurance qualification.

How do I find out more about this qualification?

If you're already a Highfield approved centre, contact your account manager directly. If not, give us a call on 0845 2260350/01302 363277 or drop us a line on sales@highfield.co.uk