



**Accelerate
People**

Qualification Specification

Accelerate People L7 EPA for Senior Leader ST0480/AP1.2

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Qualification Objective

The level 7 Senior Leader apprenticeship is one of a suite of apprenticeships that have been designed by industry employers to meet a range of job roles across different industries and sizes of business.

Accelerate People are an end-point assessment organisation (EPAO) for apprenticeship standards that are defined by the Institute for Apprenticeships & Technical Education (IfATE). The [apprenticeship standard](#) and [assessment plan](#) can be found on the [IfATE website](#).

As part of this apprenticeship, all apprentices are required to complete an independent end-point assessment (EPA). The purpose of the EPA is to independently assess that any apprentice on this standard is competent in a relevant job role and can evidence meeting all the assessment criteria relating to the knowledge, skills and behaviours (KSB) outcomes.

The Level 7 Senior Leader Apprenticeship

Role Profile

This occupation is found in small, medium and large organisations in the public, private or third sectors and sustainability as an area of the economy including health, finance, engineering, manufacturing, business and professional services, education, retail, leisure, technology and construction. Senior leaders are a key component of all types of business model where there is a workforce to lead, manage and support. The broad purpose of the occupation is to provide clear, inclusive and strategic leadership and direction relating to their area of responsibility within an organisation. Typically, this involves setting, managing and monitoring achievement of core objectives that are aligned to the overall strategic objectives of their organisation's board (or equivalent). In a smaller organisation they are also likely to contribute to the execution and achievement of these strategic objectives.

A senior leader influences at a higher organisational level, including sometimes at board (or equivalent) level, and sets the culture and tone across their area of responsibility. They may work in varied environments including in an office, onsite, or remotely and demonstrate a high level of flexibility and adaptability to meet the needs of the organisation. In their daily work, an employee in this occupation interacts with internal stakeholders such as members of their team, other senior leaders or managers, support

services (for example: finance, marketing, HR) and project groups and, in larger organisations, they may be part of a wider specialist team. Depending on the size of their organisation, a senior leader may be responsible for reporting results relating to their area of responsibility to a board, trustees, shareholders, executive team or to other senior management within the organisation. Externally, a senior leader acts as an ambassador for their organisation with wide-ranging networks typically involving customers or clients, supply chains and statutory/regulatory bodies.

An employee in this occupation will be responsible for:

- Setting direction, vision, governance and providing a clear sense of purpose for their area of responsibility.
- Providing clear and inclusive leadership.
- Identifying longer-term opportunities and risks using data from internal intelligence sources and external influences.
- Developing sustainable, ethical, innovative and supportive cultures that get the best from people and enable the delivery of results.
- Resources that may include budgets, people, assets and facilities.
- Staying up to date with innovation and championing its adoption.
- Keeping pace with - and responding to change - by leading agile transformation.
- Leading and promoting sustainable business practices.
- Responding and managing crisis situations.

Typical job titles:

Associate director, business unit head, chief executive officer, chief financial officer, chief information officer, chief operating officer, divisional head, executive director, HE registrar, head of department/faculty, warrant officer.

Duties:

This apprenticeship standard includes duties to support alignment between the job role and the apprenticeship standard. Listed below are the duties that all apprentices must demonstrate in their apprenticeship. These duties are not assessed or graded as part of the EPA.

Duty 1: Set the overall strategic direction of their area of responsibility in partnership with the board (or equivalent), encouraging employees to buy into the organisation's vision.

Duty 2: Lead on the development and critical review of operational policies and practices within their area of responsibility, to ensure they are aligned to the needs of the organisation and remain fit for purpose and sustainable.

Duty 3: Lead and influence agreed projects to deliver organisational strategy such as change and agile transformation programmes, diversification, new product implementation, and customer experience improvement.

Duty 4: Make decisions about organisational resource requirements (budgets, people, technology) based on strategic insight and reliable evidence.

Duty 5: Lead and respond to crisis management, assessing the risks and opportunities which could affect business/department performance, and finding solutions that meet the needs of both the organisation and its customers/stakeholders in a responsible and ethical way.

Duty 6: Lead people development including talent management, succession planning, workforce design, and coaching, and mentoring arrangements for people within their area of responsibility.

Duty 7: Promote an ethical, inclusive, innovative and supportive culture that generates continuous business improvement.

Duty 8: Report to the board (or relevant governance/management structure) on the progress of their operational activities towards achieving business goals.

Duty 9: Cultivate and maintain collaborative relationships with key senior internal and external stakeholders to influence key decision makers as appropriate.

Duty 10: Shape the approach to external communications for their area of responsibility and ensure it aligns with any wider organisational communications strategy.

Duty 11: Proactively keep up to date with social, economic and technological trends and developments relevant to their area of responsibility and wider organisation, and promote innovation to address changing requirements and to take advantage of new opportunities.

Duty 12: Ensure that their area of responsibility is compliant with internal governance, such as any assurance framework requirements, and with external governance, such as any regulatory and statutory requirements.

Entry Requirements

Qualifications

Apprentices aged 16-18 on their apprenticeship start date, without level 2 English and maths, will need to achieve this level prior to taking the EPA. For those with an education, health and care plan or a legacy statement, the apprenticeship's English and maths minimum requirement is Entry Level 3. A British Sign Language (BSL) qualification is an alternative to the English qualification for those whose primary language is BSL.

Apprentices aged 19+ on their apprenticeship start date, without level 2 English and maths, are exempt from achieving this prior to taking their EPA; this exemption is by prior agreement between the apprentice and employer.

Experience

There are no pre-requisite knowledge, skills or understanding requirements defined for entry onto this qualification.

EPA Requirements

To successfully complete the level 7 Senior Leader apprenticeship apprentices must achieve at least a pass in both EPA assessment methods. This EPA consists of two discrete assessment methods which have the following grades awarded.

Assessment Method 1 (AM1): Strategic business proposal, presentation with questioning.

- Fail.
- Pass.
- Distinction.

Assessment Method 2 (AM2): Professional discussion underpinned by a portfolio of evidence.

- Fail.
- Pass.
- Distinction.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

EPA Gateway

For this apprenticeship all apprentices must spend a minimum of 12 months on programme, of which a minimum of 20% must be spent undertaking off-the-job training, before being eligible to undertake the EPA.

Before starting the EPA, an apprentice must meet the following gateway requirements:

- The apprentice's employer must confirm that they think their apprentice is working at or above the occupational standard. The apprentice will then enter the gateway. The employer may take advice from the apprentice's training provider(s), but the employer must make the decision.
- Apprentices must have achieved English and Maths qualifications in line with the apprenticeship funding rules.
- For the strategic business proposal, presentation with questioning (AM1) the apprentice must submit the business proposal's subject, title and scope.
- For the professional discussion underpinned by portfolio of evidence (AM2), the apprentice must submit their portfolio of evidence.

Apprentices may request additional time if they require a reasonable adjustment. Information on how and when to apply is contained within the reasonable adjustments policy.

Once the apprentice is ready to enter gateway the following must be submitted to progress:

- Gateway form:
 - Confirming any dates the apprentice is unavailable during the EPA period.
 - Advising Accelerate People if the apprentice requires any reasonable adjustments to be made during the EPA.
 - Confirmation signatures that the apprentice is ready for the EPA.
 - The business proposal scoping document, which is part of the Gateway Form (for AM1).
- Evidence of:

- Maths and English qualifications at Level 2 or above (or acceptable equivalent as specified in the entry requirements section), **or**
- Confirmation that the apprentice is exempt from achieving English and Maths qualifications.
- The apprentices completed electronic portfolio (for AM2).

The gateway form along with all documentation must be uploaded before the EPA can commence. Failure to upload any of the required documentation may delay the EPA start date.

Knowledge, Skills and Behaviours

There are no mandatory vendor qualifications or knowledge modules for this apprenticeship. Apprentices are expected to be able to demonstrate competence against the assessment criteria specified within the assessment plan. The assessment criteria are based on the following KSBs, which apprentices are expected to be competent in before entering gateway.

Knowledge

K1: How to shape organisational mission, culture and values.

K2: Organisation structures; business modelling; diversity; global and horizon scanning perspectives; governance and accountability; technological and policy implications.

K3: New market strategies, changing customer demands and trend analysis.

K4: Innovation; the impact of disruptive technologies (mechanisms that challenge traditional business methods and practices); drivers of change and new ways of working across infrastructure, processes, people and culture and sustainability.

K5: Systems thinking, knowledge/data management, research methodologies and programme management.

K6: Ethics and values-based leadership theories and principles.

K7: Competitive strategies and entrepreneurialism, approaches to effective decision making, and the use of big data and insight to implement and manage change.

- K8:** Financial strategies, for example scenarios, modelling and identifying trends, application of economic theory to decision-making, and how to evaluate financial and non- financial information such as the implications of sustainable approaches.
- K9:** Financial governance and legal requirements, and procurement strategies.
- K10:** Organisational/team dynamics and how to build engagement and develop high performance, agile and collaborative cultures.
- K11:** Approaches to strategic workforce planning, for example, talent management, learning organisations, group work, workforce design, succession planning, diversity and inclusion.
- K12:** Influencing and negotiating strategies both upwards and outwards.
- K13:** The external social and political environment and use of diplomacy with diverse groups of internal and external stakeholders.
- K14:** Working with board and other company leadership structures.
- K15:** Brand and reputation management.
- K16:** Working with corporate leadership structures, for example, the markets it operates in, roles and responsibilities, who its stakeholders are and what they require from the organisation and the sustainability agenda.
- K17:** Crisis and risk management strategies.
- K18:** Coaching and mentoring techniques.
- K19:** Approaches to developing a Corporate Social Responsibility programme.
- K20:** The organisation's developing communications strategy and its link to their area of responsibility.

Skills

- S1:** Use horizon scanning and conceptualisation to deliver high performance strategies focusing on growth/sustainable outcomes.
- S2:** Set strategic direction and gain support for it from key stakeholders.
- S3:** Undertake research, and critically analyse and integrate complex information.

S4: Lead change in their area of responsibility, create an environment for innovation and creativity, establishing the value of ideas and change initiatives and driving continuous improvement.

S5: Lead and respond in a crisis situation using risk management techniques.

S6: Act as a Sponsor/Ambassador, championing projects and transformation of services across organisational boundaries such as those impacted by sustainability and the UK Net Carbon Zero by 2050 target.

S7: Challenge strategies and operations in terms of ethics, responsibility, sustainability, resource allocation and business continuity/risk management.

S8: Apply principles relating to Corporate Social Responsibility, Governance and Regulatory compliance.

S9: Drive a culture of resilience and support development of new enterprise and opportunities.

S10: Oversee development and monitoring of financial strategies and setting of organisational budgets based on Key Performance Indicators (KPIs), and challenge financial assumptions underpinning strategies.

S11: Uses financial data to allocate resources.

S12: Oversee procurement, supply chain management and contracts.

S13: Use personal presence and "storytelling" to articulate and translate vision into operational strategies, demonstrating clarity in thinking such as consideration of sustainable approaches.

S14: Create an inclusive culture, encouraging diversity and difference and promoting well-being.

S15: Give and receive feedback at all levels, building confidence and developing trust, and enable people to take risks and challenge where appropriate.

S16: Enable an open culture and high-performance working environment and set goals and accountabilities for teams and individuals in their area.

S17: Lead and influence people, building constructive working relationships across teams, using matrix management where required.

S18: Optimise skills of the workforce, balancing people and technical skills and encouraging continual development.

S19: Manage relationships across multiple and diverse stakeholders.

S20: Lead within their area of control/authority, influencing both upwards and outwards, negotiating and using advocacy skills to build reputation and effective collaboration.

S21: Shape and manage the communications strategy for their area of responsibility.

Behaviours

B1: Work collaboratively enabling empowerment and delegation.

B2: Take personal accountability aligned to clear values.

B3: Curious and innovative - exploring areas of ambiguity and complexity and finding creative solutions.

B4: Value difference and champion diversity.

B5: Seek continuous professional development opportunities for self and wider team.

Assessment

AM1: Strategic Business Proposal, Presentation with Questioning

A strategic business proposal involves the apprentice completing a relevant and defined piece of work that has a real business benefit. The strategic business proposal must meet the needs of the employer's business and be relevant to the apprentice's occupation and apprenticeship.

The strategic business proposal does not need to be fully implemented during the EPA period, but it must be a comprehensive strategic business proposal that will enable full implementation at an appropriate time for the organisation. The strategic business proposal must include evidence of board or senior leader sign-off for implementation to ensure assessment of S2.

This assessment method has two components:

- An outcome component - a strategic business proposal based on post-gateway work.

- A presentation with questioning to ensure the apprentice is assessed against the KSBs assigned to this assessment method.

Together, these components give the apprentice the opportunity to demonstrate the assessment criteria and KSBs mapped to this assessment method. They are assessed by an independent assessor.

The employer should ensure the apprentice has sufficient time and the necessary resources, within this period, to plan and undertake the work associated with the strategic business proposal.

The strategic business proposal may be based on any of the following:

- 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.

The list above is not exhaustive, but the EPAO should sign-off the strategic business proposal's title and scope to confirm its suitability at the gateway (which should be no more than 500 words).

Component One: Strategic business proposal

The strategic business proposal must have a word count of 4,000 words. A tolerance of 10% above or below is allowed. Tables, graphs, figures, references and annexes are not included in this total. The apprentice must produce and include a mapping in an appendix, showing how the report evidences the KSBs mapped to this assessment method.

To ensure the strategic business proposal is robust and sufficiently covers the KSBs, it must include:

- An executive summary.
- The scope of the strategic business proposal (including key performance indicators).

- Objectives.
- The strategic business proposal (which may include Gantt charts, risk/issue/mitigation, responsibility assignment matrix (RACI matrix)).
- Financial budgeting and resources.
- Proposed implementation of the strategic business proposal including communications and stakeholder plans.
- Analysis of options identified in the strategic business proposal.
- Recommendations and conclusions.
- Evidence of senior leader or board agreement to the implementation of the strategic business proposal.

The apprentice must complete and submit the strategic business proposal and presentation to the EPAO by the end of week 12 of the EPA period.

Component Two: Presentation with Questioning

The presentation with questions will be structured to give the apprentice the opportunity to demonstrate the KSBs mapped to this assessment method to the highest available grade.

The apprentice must prepare and deliver a presentation to an independent assessor. After the presentation, the independent assessor will ask the apprentice questions about their project report and presentation.

The presentation will focus and expand upon the strategic business proposal and will allow the apprentice to cover the following:

- What are the intended outcomes and impact of the strategic business proposal?
- How have they undertaken the strategic planning?
- What was the rationale for the activities?
- Further recommendations for future growth and progress.
- How they have negotiated with and influenced stakeholders.

The apprentice must prepare and submit their presentation and supporting materials to the EPAO at the same time as the project outputs by the end of week 12 of the EPA period.

Key points:

- Presentation with questions will take place online via video conferencing.
- Apprentices will need access to the internet and a working webcam.

- The apprentice must have access to a quiet room and, unless reasonable adjustments have been requested for additional support, be alone in the room.
- Apprentices must have photographic identification (ID) to verify their identity, if they do not produce any ID then the presentation with questions will be cancelled.
- Apprentices are required to outline details of visual aids to be used and specify any equipment required for the presentation.
- The presentation with questions will last for 60 minutes, the presentation will last 20 minutes, and the questioning will last for 40 minutes, with the independent assessor having the discretion to increase the time of the questioning by up to 10%.
- A minimum of six questions will be asked based on both strategic business proposal and the presentation and will be formed based on the evidence and grading requirements in the table below.
- Apprentices are allowed access to their strategic business proposal and presentation throughout the questioning.
- Questions will only be based on the evidence submitted for this assessment method.
- Apprentices will have four weeks' notice of the presentation with questions date.

AM2: Professional Discussion Underpinned by Portfolio of Evidence

Portfolio of Evidence

Training providers must work with the employer and apprentice to select the best evidence completed during the whole of the apprenticeship. All evidence should be real work tasks, and be clear, well documented and demonstrate competency against the assessment criteria listed in the assessment plan.

Typically, portfolios will contain 18 discreet high-quality tasks covering a range of different assessment criteria in each, although it is expected that there will be overlaps of assessment criteria in each task. Evidence sources may include:

- Video/audio extracts (these should be a maximum of 5 minutes in length).
- Written statements.
- Project plans.

- Observation reports.
- Presentations.
- Feedback from managers, supervisors or peers (any employer or peer contributions should focus only direct observation of evidence (for example witness statements) rather than opinions.
- Papers or reports written by the apprentice.
- Performance reviews.
- This is not a definitive list; other evidence sources are possible.

Where apprentices have worked on confidential or secure tasks, they should write high level statements about these tasks, but not upload any restricted information. Apprentices should be prepared to discuss further details during the professional discussion.

Any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions. The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this.

The portfolio should **not** include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions.

Portfolios should be in an electronic format which must be submitted to Accelerate People at gateway. Paper-based portfolios will **not** be accepted. If an apprentice uploads a video clip this must be a file that can be uploaded with their portfolio. A link to a video will **not** be accepted and will not be used as part of their evidence.

Professional Discussion

The professional discussion will take place at least four weeks after the portfolio has been accepted at gateway.

- The professional discussion will take place online via video conferencing.
- Apprentices will need access to the internet and a working webcam for the entire duration.
- The apprentice must have access to a quiet room and, unless reasonable adjustments have been requested for additional support, be alone in the room.

- Apprentices must have photographic identification (ID) to verify their identity, if they do not produce any ID then the professional discussion will be cancelled.
- The professional discussion will last for 60 minutes with the independent assessor having the discretion to increase the time of the questioning by up to 10%.
- A minimum of eight questions will be asked and will be formed based on the evidence and grading requirements in the table below.
- Apprentices are allowed access to their portfolio throughout the professional discussion.

Assessment Criteria

AM1: Strategic Business Proposal, Presentation with Questioning

Themes and KSBs	Pass Criteria	Distinction Criteria
Research K3 K14 K16 S2 S19	<p>Creates a high-performance strategy, focusing on improving efficiency, changing customer demands and trend analysis and which has support from a range of stakeholders. (K3, S2)</p> <p>Evaluates how the strategic business proposal takes full account of the leadership structures within the organisation and of key stakeholders and manages relationships across stakeholders. (K14, K16, S19)</p>	Critically evaluates the need for improving brand management and reputation and explains how this would reduce risks to the organisation brand.
Methodologies and analysis K5 K8 K9 S3 S11 B3	Justifies how they selected and used an approach that is underpinned by research using a	Critically evaluates the financial strategies used and justifies recommendations made.

Themes and KSBs	Pass Criteria	Distinction Criteria
	<p>range of methodologies, critically analysing and synthesising the outcomes and producing creative solutions to areas of ambiguity or complexity. (K5, S3, B3)</p> <p>Applies economic theories and financial modelling to develop strategies and allocate resources in line with legal, governance and procurement requirements. (K8, K9, S11)</p>	
Communication K12 K15 S13 S20	<p>Justifies how they use influencing and negotiating strategies to collaborate with stakeholders and build their organisation's brand and reputation in developing the strategic business proposal. (K12, K15, S20)</p> <p>Delivers a strategic business proposal and presentation that demonstrates a clear vision for the organisation and translates this into operational strategies. (S13)</p>	Persuasive and engaging in articulating strategies that maximise opportunities for sustainable growth based on synthesizing complex information including changing customer demand and robust research, critically analysing and justifying proposed solutions and their alternatives.

AM2: Professional Discussion Underpinned by Portfolio of Evidence

Themes and KSBs	Pass Criteria	Distinction Criteria
Organisational values K2 K6	Interprets ethics and value-based leadership theories and principles in order to challenge strategies,	Evaluates the effectiveness of the communications strategy for their area of responsibility, explaining

Themes and KSBs	Pass Criteria	Distinction Criteria
K13 K19 K20 S1 S7 S8 S10 S21	<p>operations and financial assumptions and defines their responsibility for resource allocation and overseeing development and monitoring of financial strategies based on KPIs that maintain sustainability and business continuity/risk management. (K6, S7, S10)</p> <p>Summarises how the communications strategy links to their area of responsibility and justifies the approaches taken to shape and manage it, taking account of the external social and political environment and the diverse needs of internal and external stakeholders. (K13, K20, S21)</p> <p>Implements a high-performance strategy, focusing on growth and improving efficiency, synthesising outcomes from modelling and horizon scanning. (K2, S1)</p> <p>Applies the approaches and principles to developing a corporate social responsibility programme and justifies how they apply these principles to ensure the organisation's compliance to governance and regulations. (K19, S8)</p>	how they have acted on analysis and feedback to make recommendations for continuous improvement to the organisation's overall strategy.
Finance, workforce, planning and procurement K11 S9 S12 S14 B4	Analyses their approach to workforce planning, evaluating its effectiveness in developing a diverse, inclusive, resilient and valued workforce that optimises their skills to the benefit of the organisation. (K11, S9, S14, B4)	N/A

Themes and KSBs	Pass Criteria	Distinction Criteria
	Justifies their approach to overseeing procurement, supply chain management and contracts. (S12)	
Driving change and risk management K1 K4 K7 K17 S4.1 S5 S6 B1	<p>Evaluates how they shape their organisation's mission, culture and values by championing projects as an ambassador that transform services across the organisation. (K1, S6)</p> <p>Justifies how they have worked collaboratively in driving change and implementing new ways of working to improve the sustainability of the organisation and how they have established a creative and innovative environment. (K4, S4.1, B1)</p> <p>Critically analyses approaches to decision making and the use of big data when developing competitive strategies to implement and manage change. (K7)</p> <p>Justifies the risk management techniques they have used to lead and respond to a crisis situation. (K17, S5)</p>	<p>Drives transformative change with tangible benefits for the organisation.</p> <p>Analyses and evaluates a crisis situation that they have managed explaining and justifying changes to policy and procedure that they recommended as a result of the experience.</p>
Team working and development K10 K18 S4.2 S15 S16 S17 S18 B2 B5	Justifies how they use and encourage continued professional development opportunities for themselves and others, as well as coaching and mentoring techniques, to build engagement in their team and develop an agile and collaborative culture of high performance. (K10, K18, S18, B5)	Evaluates where they have used coaching and mentoring techniques to improve the performance of an individual or a team with a positive impact for the organisation.

Themes and KSBs	Pass Criteria	Distinction Criteria
	<p>Evaluates how they have led and influenced people, building constructive and trustful teams confident to take risks when appropriate and able to respond to and provide constructive feedback and challenge. (S15, S17)</p> <p>Justifies how they have taken responsibility for driving continuous improvement through establishing an open and high-performing working environment with clear goals and accountabilities. (S4.2, S16, B2)</p>	

Grading

Each assessment method is graded individually and combined to give an overall grade. Assessment criteria do not appear in more than one assessment method, therefore assessment criteria failed in one assessment method cannot then be demonstrated in the other assessment method. All EPA methods must be passed for the EPA to be passed overall.

Grades from individual assessment methods will be combined in the following way to determine the grade of the EPA as a whole:

Strategic business proposal, presentation with questioning	Professional discussion underpinned by a portfolio of evidence	Overall Grading
Fail	Fail	Fail
Pass	Fail	Fail
Fail	Pass	Fail
Distinction	Fail	Fail
Fail	Distinction	Fail
Pass	Pass	Pass

Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction

Re-sits and Re-takes

Apprentices who fail one or more assessment method will be offered the opportunity to take a re-sit or a re-take at the employer's discretion. The apprentice's employer will need to agree that either a re-sit or re-take is an appropriate course of action.

A re-sit does not require further learning, whereas a re-take does. Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and EPAO agree the timescale for a re-sit or re-take. A re-sit is typically taken within three months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within six months of the EPA outcome notification.

If the apprentice fails the strategic business proposal assessment method, they will be required to amend the strategic business proposal and presentation in line with the independent assessor's feedback. The apprentice will be given three weeks to rework and submit the amended strategic business proposal and presentation. The independent assessor will have two weeks to review the strategic business proposal and presentation, and the apprentice will have four weeks' notice of the presentation date.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

Re-sits and re-takes are not offered to an apprentice wishing to move from pass to a distinction.

An apprentice will get a maximum EPA grade of pass for a re-sit or re-take, unless the EPAO determines there are exceptional circumstances.

Specimen

All specimen materials can be accessed by registered training providers from the knowledge area on ACE360.

Accelerate People

Accelerate People are an independent EPAO specialising in digital apprenticeship EPAs. If you have any questions or queries relating to this qualification specification or EPA, please contact us using the details below.

Registered training providers with Accelerate People can access further guidance material on the knowledge base on ACE360.

Contact Details

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Accelerate People