# **End-Point Assessment Plan**

# Live Event Technician Apprenticeship Standard – LEVEL 3

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# 1. Introduction

The Live Event Technician Apprenticeship standard has been designed to operate as the professional standard for people working as Live Event Technicians at Level 3 across the sector.

The assessment plan is to accompany the standard and will ensure that the completion of a Live Event Technician Apprenticeship meets the requirements of the standard in terms of Knowledge, Skills and Behaviours.

On completion of the Apprenticeship, the individual will be recognised as competent to perform in the role of a Live Event Technician across the sector. This will be achieved by passing the End-Point Assessment.

This plan outlines the End-Point Assessment that apprentices must successfully complete to achieve their apprenticeship.

# 2. Summary of Assessment

The following table outlines the suggested key elements of the on-programme journey; what evidence is required in order that the apprentice can be entered in to the EPA process and the assessment methods that form part of the EPA. The total duration of the apprenticeship is typically 30 months. All on-programme requirements must be completed prior to the end-point assessment taking place. The End-Point Assessment period is 3 months.



**Apprenticeship Elements** 

# 3. On-Programme Journey

Apprentices must follow an agreed learning and training programme that supports their acquisition of the knowledge, skills and behaviours as defined in the standard. The off the job element of this learning and training must be at least 20% of their apprenticeship duration.

During the on-programme journey, the apprentice must develop a portfolio of evidence which demonstrates they can apply the knowledge, skills and behaviours defined in the standard in a work environment.

# 4. End-Point Assessment Gateway

The Employer will decide when the apprentice is ready to enter the EPA process. This will typically be after 18-months of training, learning and development and when all EPA gateway criteria is achieved. The employer may consult with the training provider to help make this decision.

Apprentices should not be entered into the EPA process until they are ready, and as a minimum have:

- satisfactorily completed all learning and training as agreed between the employer and training provider and met all the knowledge, skills and behaviour requirements set out in the occupational standard
- gathered sufficient evidence in the form of a portfolio to demonstrate consistent knowledge, skills and behaviours as defined in the standard
- achieved Level 2 or equivalent or higher in English and Maths, if these were not attained prior to entry on to the apprenticeship
- the employer's support to enter the end-point process
- had a minimum of 18-months of training

All End-Point Assessment gateway criteria must be achieved.

# 5. End-Point Assessment

### 5.1 End-Point Assessment Overview

The EPA process will take place during the final 3-months of the apprenticeship and consists of three assessment methods: multiple choice test, a practical observation and a final review interview supported by the apprentice's evidence portfolio. The portfolio should be finalised at the gateway. The practical observation and written examinations will be the synoptic assessment methods. All methods will be designed to allow the apprentice to demonstrate knowledge, skills and behaviours as detailed in Appendix A.

The following is a summary table of the assessment methods, what is to be assessed, who will undertake the assessment, what grading will be applied to each method and weighting of the assessment method:

Assessment Method and Weighting	Areas Assessed	Assessed by	Grading
Multiple Choice	See Appendix A –	End-Point Assessment	Fail, Pass or
Test		Organisation	Distinction

	Written Examination (WE)		
Practical	See Appendix A –	End-Point Assessment	Fail, Pass or
Observation	Practical Observation (PO)	Organisation	Distinction
Final Review	See Appendix A –	End-Point Assessment	Fail, Pass or
Interview	Final Review Interview (FRI)	Organisation	Distinction

Table 1 End-Point Assessment Overview

End-Point Assessment Organisations (EPAO) must be registered on the Register of End-Point Assessment Organisations (RoEPAO) held by the Education and Skills Funding Agency (ESFA).

# **5.2** Roles and Responsibilities

The following describes who will undertake each assessment method, the criteria for their selection and activities they are involved with:

Title	Criteria	Role
Independent Assessor	Appointed by the EPAO  The End-point Assessment Organisation will be required to demonstrate appropriate quality assurance arrangements in respect of support for the End Point Assessment. Independent Assessors for the practical elements will be required to have 5-years' experience in the relevant role, of which at least 12-months should be within the past 3-years, and be qualified Assessors. Assessors will be recognised industry professionals who have experience of working in a live event environment in a position of responsibility.  Is not employed by the apprentice's employer or the training provider who has worked with the apprentice.	To assess the practical observation, Multiple choice test and the final review interview.  Makes recommendations to the EPAO regarding final grade outcomes.

### **5.3Assessment Methods**

The multiple choice test will comprise of an on-screen/on-line examination, based on elements learned throughout the various Warehouse Departments. The Practical Observation will involve planning and execution of system design, delivery and build. The Final Review Interview will be informed by the Portfolio of Evidence collected on-programme. Appendix A below sets out the KSBs that will be assessed as part of each assessment method in complete detail.

# **5.3.1** Multiple Choice Test

This assessment will comprise of an online Multiple Choice Test (MCT) that will consist of 60 Multiple Choice questions. Each question will consist of four options with one correct answer. One mark will be awarded per correct answer. The test questions will be a mix of 30 scenario and 30 knowledge based questions and will all be closed book. The questions will be developed and standardised by the end-point assessment organisations. It is recommended that EPAOs develop the questions in consultation with representative employers

The apprentice will take the MCT in a suitably controlled environment recommended by the end-point assessment organisation in the presence of an invigilator. The invigilator will be sourced by the end-point assessment organisation. The Multiple Choice Test will test the KSB's mapped in Appendix A.

The EPAO will develop a bank of questions for the multiple choice test. The questions will be set, held and moderated by the End-Point Assessment Organisation and EPAOs must develop question banks of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they are fit for purpose.

The MCT will be an online/onscreen test and will be marked electronically.

### **5.3.2** Practical Observation

This will form the majority of the End Point Assessment and will test knowledge, skills and behaviours in a hands-on, 'real world' environment – mapped in Appendix A.

Apprentices will complete a practical assessment in a simulated live event consisting of one task. Apprentices will be expected to demonstrate the Knowledge, Skills and Behaviours they have learnt through completion of the apprenticeship process through;

 Carrying out a specification from an initial brief, which will involve; picking, loading, unloading, assembly, checking, basic operation and restocking of a system from an initial brief to arrival back from site. The practical assessment will last a maximum of 4-Days, with a total assessment time of 32 hours (+10% at the discretion of the independent assessor to provide opportunity for the apprentice to complete the last task they are working on) comprising of at least 1-Day planning & 1-Day of execution.

The Practical Observation will take place in a controlled environment, sourced by the EPAO and agreed by the employer, such as a studio or warehouse space, but with the feel of a live event environment.

The Apprentices will work alongside other Technicians to create a simulated live event.

It will be a group observation, with a maximum Apprentice to Assessor ratio of 1-to-6.

Apprentices must be provided with both written and verbal instructions from the EPAO on the task they must complete, including timescales. The Apprentice will have 5 minutes at the start of the Practical Assessment to read the written instructions of the brief and hear the verbal instructions prior to starting. The Apprentice will have access to the written instructions once the Practical Assessment has started. At the end of the Practical Assessment, the assessor will have a short question and answer session with the apprentice that will last 15 minutes (+10% at the discretion of the independent assessor to provide opportunity for the apprentice to finish answering the last question asked) to ask any questions that they may have based on their observation of the Practical Assessment.

End-point Assessment organisations will provide a standard template upon which to record the assessment outcome. EPAOs must develop 'practical specification banks' of sufficient size to prevent predictability and review them regularly (and at least once a year) to ensure they, and the specifications they contain, are fit for purpose.'

The Practical Assessment will be managed and marked by an independent assessor appointed by the EPAO, this should be the same independent assessor who conducts the Final Review Interview— see below.

# **5.3.4 Final Review Interview**

The Final Review Interview will question the apprentice about how their knowledge, skills and behaviours match those outlined below and in appendix A. It will preferably be conducted in the apprentice's work location by an Independent Assessor. Undertaking the discussion on-line e.g. Skype, etc. is acceptable if circumstances dictate this. If this method is used, the online platform must include a video link so that apprentice can see the assessor and assessor can see the apprentice. The identity of the apprentice must be checked and confirmed by the EPAO prior to commencement. The location and/or the online platform must be sourced by the EPAO.

The evidence portfolio, finalised at the gateway, should contain a work log of all activities that have been completed and referenced against the knowledge, skills and behaviours in appendix A. Typically these will cover the Live Events industry in general, where their organisation fits in to the Industry and what it does, as well as the markets their organisation serves. The work log should contain relevant photographic/video evidence, examples of work produced in relation to knowledge, skills and behaviour in Appendix A, which may include examples of different types of projects, equipment serviced and tested, written feedback from other

colleagues and departments and examples of equipment lists and show plans worked on. Progress review documentation should also be included. Evidence can be referenced against more than one knowledge, skill or behavioural requirement. The portfolio should contain a minimum of 10 pieces of evidence and a maximum of 15. This evidence will demonstrate how the apprentice meets the knowledge, skills and behaviours identified in appendix A. The portfolio is retained by the apprentice and brought by them to the final review interview. It is used as a vehicle for the apprentice to bring to life their knowledge, skill and behaviour as required during questioning by the Independent Assessor.

The interview will be undertaken under controlled conditions and will last for a maximum of 45 minutes. The interview will consist of 3 competency based questions, one for each of the elements identified below. Each question discussion will last for a maximum of 10 minutes, with a maximum of 15 minutes at the end for any follow-up questions that may be required.

The questions will cover the following elements:

- The full process of a project from specification to completion
- The requirements of the customer and interdependencies between other departments and suppliers
- Safety within the workplace

The questions will be set, held and moderated by the end-point assessment organisation and EPAO's must develop and maintain a final review interview question bank of sufficient size to mitigate predictability and review them regularly (and at least once a year) to ensure they are fit for purpose. The EPAO will also provide a template to record apprentice responses.

The Independent Assessor will confirm the grade to the EPAO on documentation provided.

# 5.4 Re-Takes/Re-Sits

Where an apprentice fails one or more assessment methods, a re-sit(s)/re-take(s) may be allowed, provided it is within the EPA period. Re-sits/re-takes outside of this period would require all elements of the EPA to be undertaken again. Each individual case will be jointly discussed by the employer with the EPAO and any action, if agreed will be at the discretion of the employer.

A re-take is where the apprentice requires further learning/training, whereas a re-sit doesn't. Apprentices who require a re-take should have a supportive plan agreed to prepare them for the re-take.

Re-sits are not allowed as a means of improving a grade i.e. pass to distinction. Where a re-sit/re-take is agreed, the grading will be limited to a pass unless there are exceptional circumstances as confirmed by the EPAO.

# 6. Grading

# 6.1 End-Point Assessment Grading

This apprenticeship includes fail, pass and distinction grades. To achieve a pass grade apprentices will competently perform their role demonstrating application of the knowledge, skills and behaviours against the whole standard i.e. achieve a pass grade in all three assessment methods. To achieve a distinction grade all pass criteria need to be achieved, prior to achieving the distinction criteria below. To achieve a distinction overall, a distinction must be awarded in at least two assessment methods, one of which must be the practical observation.

Assessment Method	To be graded as a Distinction:	To be graded as a Pass:	To be graded as a Fail:
Multiple Choice Test	45 Marks and above	30-44 Marks	29 Marks or below
Practical Observation	Using own initiative: Works resourcefully with equipment and provides alternative solutions such as lack of stock/stock shortages required for a specification  Attention to detail: Demonstrates attention to detail in improving and being mindful of the aesthetics of the overall production  Communication: Demonstrates ability to transmit complex information in an understandable manner to other teams within the production.  Determination to Succeed: Takes a holistic view of the whole production and uses their own initiative; such as proactively assisting other	Demonstrates and explains clearly why planning processes are required to deliver a live event and the importance of eliminating errors that can prove costly on site, such as specifying the correct length of cables.  Demonstrates a practical and safe approach to working with temporary electrical systems  Correctly identifies and implements which electrical protection devices are most suitable to an event, such as residual current device (RCD) or miniature circuit breaker (MCB)  Follows the correct processes of accurate stock control and managing bookings to ensure items are never double booked.  Accurately calculates the logistics and transportation of	Fails to meet the pass criteria.  Demonstrates an unsafe approach to working with temporary electrical systems.  Demonstrates an unsafe approach to the operation of lifting equipment  Fails to use the correct specialist equipment or tools required for the task.  Works in an unsafe manner with no regard for their own safety or the safety of others.  Tampers with or fails to use safety equipment or safe systems of work.

departments when their own work is complete co an en pa

stock taking in to consideration weight, fragility and stability of items, to ensure that items in transit are packed safely and arrive in working order.

Demonstrates safe operating parameters by safely operating and lifting equipment such as hoist and hoist controllers.

Demonstrates safe, effective ground rigging.

Accurately and safely prepares and tests relevant equipment prior to leaving the warehouse.

Interprets system specifications and drawings in order to accurately and safely assemble a system from component parts.

Correctly identifies faults in components and systems

Correctly identifies the specialist equipment and tools required for the task.

Proficiently uses IT in order to operate specialist software systems such as CAD/Design and Rental Management.

Demonstrates adaptability, easily adapting to different working environments and remains calm under pressure

Works safely demonstrating an awareness of their own safety and the safety of others - specifically with regard to working with electricity, working at height, manual handling and noise.

The ability to work as part of a team, which may vary in size and dynamic.

Completes all tasks in a time bound manner

Communicates clearly and confidently with other team members ensuring that the overall objective is achieved.

# Final Review Interview

Identifies potential risks to successful completion of the project and proactively works to minimise these.

Provides reflective rationale for specific equipment choices and demonstrates an understanding of the benefits and risks to choices of equipment and the impact this has on successful completion of the project.

Accurately explains the technical and practical

Is accurately able to explain the entire process of taking a project from specification to completion, including identifying risks.

Explains accurately and demonstrates how to prepare equipment lists from plans, preparing and testing equipment.

Demonstrates accurately the process of balancing a load when loading equipment for transport, including the weight restrictions of each vehicle

Fails to meet the pass criteria.

Fails to demonstrate an understanding of the process required to take a project from specification to completion.

Fails to demonstrate the ability to work to the requirements of the client and other stakeholders.

Fails to demonstrate an understanding of how unsafe working

rationale for the production workflow, and why this is important to ensure safety and time effective completion of the production.

Is able to tailor their approach to evaluate different interpretations of the specification and shows evidence of making effective decisions as to which approach to adopt to suit the client's requirements.

Explains the importance of contingency planning to ensure that specifications are adaptable, including transporting extra equipment that may be required, should this be the case.

and the safety considerations of unloading.

Accurately explains the order of workflow and why this is important in the context of the entire production. Including the hierarchy of management within the production.

Demonstrates an accurate interpretation of the client's specification, including financial restraints, dress code requirements, and behavioural consideration on site and successfully delivers the requirement of the production on that basis.

Explains the importance of working effectively with interdependent teams such as other departments and suppliers. Including the risks to the successful completion of the overall production, such as lack of communication.

Clearly identifies stakeholders and manages their expectations.

Explains the importance of their own safety and the safety of others - specifically with regards to working with electricity, working at height, manual handling and noise. practices affect everyone on site, and the repercussions for all stakeholders.

Table 3 End-Point Assessment Grading Criteria

### 7. Final Grade

The final grade decision, subject to standardisation and moderation, is made by the Independent Assessor using the grading criteria above using guidance and documentation provided by the EPAO.

A Fail in any area will result in an overall Fail.

To achieve a pass grade apprentices will competently perform their role demonstrating application of the knowledge, skills and behaviours against the whole standard i.e. achieve a pass grade in all three assessment methods. To achieve a distinction grade all pass criteria need to be achieved, prior to achieving the distinction criteria below. To achieve a distinction overall, a distinction must be awarded in at least two assessment methods, one of which must be the practical observation.

Grading								
Final	Distinction	Distinction	Pass	Distinction	Pass	Pass	Pass	Pass
Interview								
Review								
Final	Distinction	Pass	Pass	Distinction	Distinction	Distinction	Pass	Pass
Observation								
Practical	Distinction	Distinction	Pass	Distinction	Pass	Pass	Distinction	Pass
Choice Test								
Multiple	Distinction	Distinction	Distinction	Pass	Distinction	Pass	Pass	Pass

# 8. Quality Assurance

### 8.1 Internal Quality Assurance

The EPAO are responsible for all internal quality assurance processes including responsibility for all assessment decisions, grading of apprenticeships and standardising the judgements of Independent Assessors. The following describes internal quality assurance processes:

### 8.1.1 Assessment Moderation

EPAOs will undertake moderation of independent assessors' decisions. This will be done through observations and examination of documentation on a risk sampling basis. New assessors will be subject to 100% audit until they have completed 10 assessments without inconsistencies. Subsequent sampling will be 20% per annum unless inconsistencies are identified, in which case they will return to 100% for the following 5 assessments.

### 8.1.2 Roles and Responsibilities of End-Point Assessment Organisations

End-Point Assessment organisations must:

- Provide EPA guidance to apprentices, employers and training providers in relation to the requirements of the final review interview.
- Develop assessment tools and documentation.
- Develop and manage a complaints and appeals procedure.
- Provide guidance in relation to the EPA, i.e. making reasonable adjustment, eligibility to enter EPA and conflict of interest.
- Develop compensatory assessment for learners with special requirements to allow reasonable
  adjustments to be made to assess the knowledge, skills and behaviours of the apprentice through
  alternative assessment techniques. They must be designed to ensure judgements are not
  compromised.
- Appoint and approve independent assessors to conduct the EPA marking and grading, based on a check of knowledge and experience.
- provide training for independent assessors:
  - In terms of the requirements of the operation and marking of the EPA tools and initial grading.
  - In undertaking fair and impartial assessment and making judgements about performance and the application of knowledge, skills and behaviours within a workplace setting.
  - hold bi-annual standardisation events for independent assessors to attend at least once a year to ensure consistent application of the guidance
- ensure that there is consistency and comparability in terms of the breadth and depth of each assessment, to ensure assessments are reliable, robust and valid
- Consider evidence in relation to reasons for failing an EPA and confirm with the employer whether a grade higher than pass will be allowed for a re-take/re-sit, where the learner may have failed due to circumstances beyond their control.
- Ensure end-point assessment organisation moderation staff are trained in assessment and assurance processes and undertake regular continuing professional development.

# **8.2 External Quality Assurance**

External quality assurance (EQA) for this apprenticeship standard will be managed on a not for profit basis by The Institute for Apprenticeships.

# 9. Implementation

### 9.1 Affordability

Affordability and feasibility have been considered by stipulating that all assessment methods are undertaken in a suitably controlled environment, including employer premises, as well as mandating an assessor to apprentice ratio of 1:6 for the practical observation and conducting the multiple choice test online.

# 9.2 Consistency

The responsibility for the robustness of the assessment process is held by the End-Point Assessment Organisation. This ensures that there is consistency of decisions, true independence, impartiality, validity and reliability in the assessment.

The assessment methods described previously are designed to produce assessment outcomes that are consistent and reliable, allowing fair and proper comparison between apprentices employed in different types and sizes of organisations. At the core of this will be the set of assessment tools that are used by all assessors and to inform the training that assessors receive. The End-point Assessment Organisation will create the tools and materials to be used in assessment based on this Plan. It is recommended that the EPAO consults with employers when developing the assessment tools. These will be developed as soon as the Assessment Plan is approved and will be held by the End-Point Assessment Organisation. Particular attention will be paid to ensuring that the tools are consistent and produce valid and reliable results. The End-point Assessment Organisation will thereafter be responsible for monitoring the work of the independent assessors to ensure continuing robustness – independent, consistent, accurate.

The End-Point Assessment Organisation will provide robust validation and quality assurance processes to ensure that all assessments are robust, that they assess fully against the Standard, are undertaken consistently and to the same standard and that the independent assessors carrying out the assessment have the requisite skills and industry experience. These will be developed as part of the Assessment Tools to ensure that they are consistent across all apprentices. Immediate and appropriate action will be taken where any quality concerns are identified.

# 9.3 Volumes

Expected Starts (England)	16 – 17	18+
2018/19	0 (min. age 18)	Approximately 10
2019/20	0	Up to 30
On-going annual requirement	0	Up to 30

# **Appendix A – Assessment Methods**

KSB	Multiple Choice Test	Practical Observation	Final Review Interview
KNOWLEDGE			
K1: Product knowledge and terminology including the theory	$\boxtimes$		
surrounding chosen specialisms such as sound, light and video			
K2: Understand planning processes required to deliver a live event	$\boxtimes$	$\boxtimes$	$\boxtimes$
and the importance of eliminating errors that can prove costly on site			
K3: Selection of the correct tools and equipment for the job			
K4: Electricity and Temporary Electrical Supplies; theory, practice and		$\boxtimes$	
safety			
K5: Understand Management Structures within event environment,			
site etiquette and culture, including on site communication and			
interdependencies between departments			
K6: Working knowledge of stock control, warehousing, storage, logistics and transportation			
K7: Knowledge of First Aid and Health & Safety including manual	$\boxtimes$		
handling, work at height, noise, working hours & fatigue and related risks			
K8: Knowledge of the environmental impact of live events and how it is managed			
K9: Lifting operations; theory and practice	$\boxtimes$		
K10: A clear understanding of the sectors within the live events industry	$\boxtimes$		
SKILLS			
S1: Preparation, test, repair and maintenance of equipment such as Amplifiers, Speakers & Sound Control Desks; Lights, Dimmers & Lighting Control Desks or Video Screens, Projectors & associated Control Equipment.			
S2: Assembly of systems from component			
S3: Fault finding in components and systems			
S4: Operation of specialist equipment and tools			

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S5: Customer Service - dealing politely & respectfully with customers,			$\boxtimes$
ranging from Account Managers to Production Managers to the end			
client when on site			
S6: Computer literacy including specialist software systems such as	$\boxtimes$		
CAD/Design and Rental Management.			
S7: Understand and interpret system specifications and drawings.	$\boxtimes$	$\boxtimes$	
CO. Lifting /Con and Disping and the technical equipment and in			
S8: Lifting/Ground Rigging - much of the technical equipment used in			
live events is hung from pre-rigged support			
S9: Working Safely		$\boxtimes$	
S10: Logistics, with specific reference to truck pack, the ability to			
judge required space for loads, and prepare Carnets & Manifests for			
shows travelling outside of the UK/EU			
S11: People management and Interpersonal skills especially the ability		$\boxtimes$	$\boxtimes$
to react to varied working environments			
DELIAMOURC			
BEHAVIOURS			
B1: A safe attitude specifically with regard to working with electricity,			$\boxtimes$
work at height, manual handling and noise.			
B2: The ability to work as part of a team, which may vary in size and			
dynamic.			
B3: The drive and determination to complete the job on time.		$\boxtimes$	
B4: The ability to work and remain calm and safe under pressure			
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B5: Ability to adapt to change with enthusiasm.		$\boxtimes$	

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B6: Demonstrate problem-solving abilities		
B7: The ability to be an effective communicator		
B8: Willingness to work unsociable hours in varying locations for extended periods		
B9: Punctuality, reliability and personal responsibility		
B10: Self-motivated with clear goals and ambition		