

End-Point Assessment

Team Leader / Supervisor

A Team Leader/Supervisor may work as a Team Leader, Project Officer, Foreperson, Shift Supervisor or Manager in the private, public or third sector and in all sizes of organisation.

The role is for someone who can manage a team to deliver a clearly defined outcome. Although the specific responsibilities will vary, the knowledge, skills and behaviours needed will be the same whatever. Key responsibilities are likely to include supporting, managing and developing team members, managing projects, planning, monitoring workloads and resources. Delivering operational plans, resolving problems, and building relationships internally and externally.



Typical government funding band



Equivalent qualification level



Typical programme duration

The Apprenticeship Journey

On-Programme Training

The on-programme training is the learning phase for the Apprentice to pick up the skills, knowledge and behaviours set in the standard. During the on-programme training the apprentice will need to:

- Evidence of 180/360-degree feedback or equivalent
- Completion of a Level 3 management diploma or equivalent is recommended not required
- Portfolio of evidence demonstrating continued professional development (CPD)

Gateway Requirements

Judgement of whether the apprentice is ready for the EPA is taken by the employer (with guidance from the Apprentice and Training Provider). Apprentices should not be put forward for EPA until they are ready and have achieved the following:

- A pass in a Level 2 English and maths qualification
- Portfolio of evidence comprising of a collection of complete pieces of work that cover the standard requirements

Team Leader/Supervisor

End-Point Assessment methods

The Team Leader/Supervisor EPA will test the entire standard by 4 different methods of assessment – Knowledge assessment through a test, assessment of competency through an interview, assessment of portfolio of evidence and reviewing CPD through professional discussion.

SFJ Awards will ensure the appropriate allocation of the independent assessor (IA) is made and our internal quality assurance team will assure consistent quality of assessment.

Knowledge Test

A knowledge test with scenario-based questions must be completed. This can be delivered either on-line or paper based and is likely to be multiple choice.

Structured competency-based Interview

The Interview component to the End-Point Assessment provides an opportunity for further evidence to be gathered and/or evidence to be explored in more detail against any of the knowledge, competence or behaviours.

Submission of Portfolio

Providing evidence of your learning against the standard, referencing real work projects in the work environment.

Professional Discussion of CPD Activity

The professional discussion will focus on the evidence of your CPD training and your personal development, focussing on how your learning was applied to the role and workplace.

Our Offer

At SFJ Awards we pride ourselves on being customer focused, and this combined with our sector expertise and assessment experience, ensures that employers and training providers are fully supported through the End-Point Assessment process.

For each apprenticeship, standard materials will be available to all employers and training providers who have a contract with us to deliver End-Point Assessment. These include handbooks, guides, document templates, and where applicable, mock assessments and practice tests. Our online portal makes registering, tracking and booking assessments simple.

At SFJ Awards our ethos is to provide a high quality service at a fair price.

SFJ Awards

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