



Get Ready for EPA

Team Leader/Supervisor v1.2

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#BetterManagers

End Point Assessment Organisation



CMI Vision

Better led and managed organisations

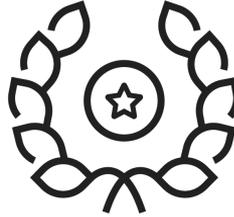
CMI Mission

Increase the number and standard of professionally qualified managers

CMI Values

CMI aims to be a dynamic social enterprise that's both well-managed and true to our values.

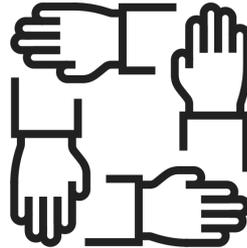
Our values mean that even if you've never worked with us before, you'll know what to expect.



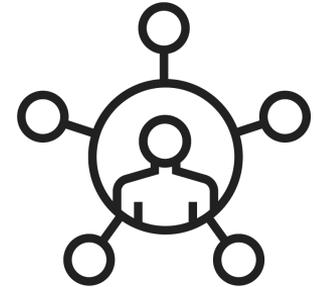
PROFESSIONAL



PROGRESSIVE

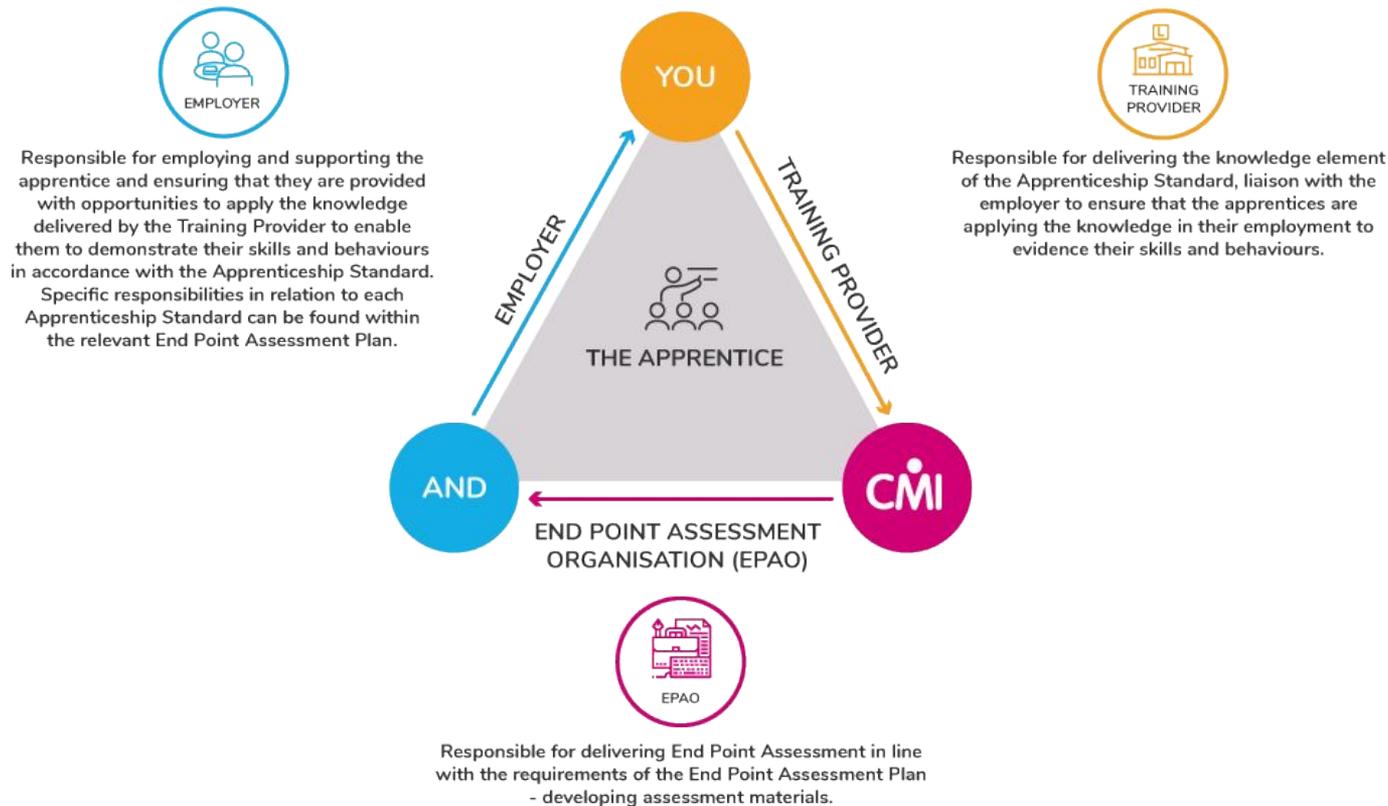


PASSIONATE



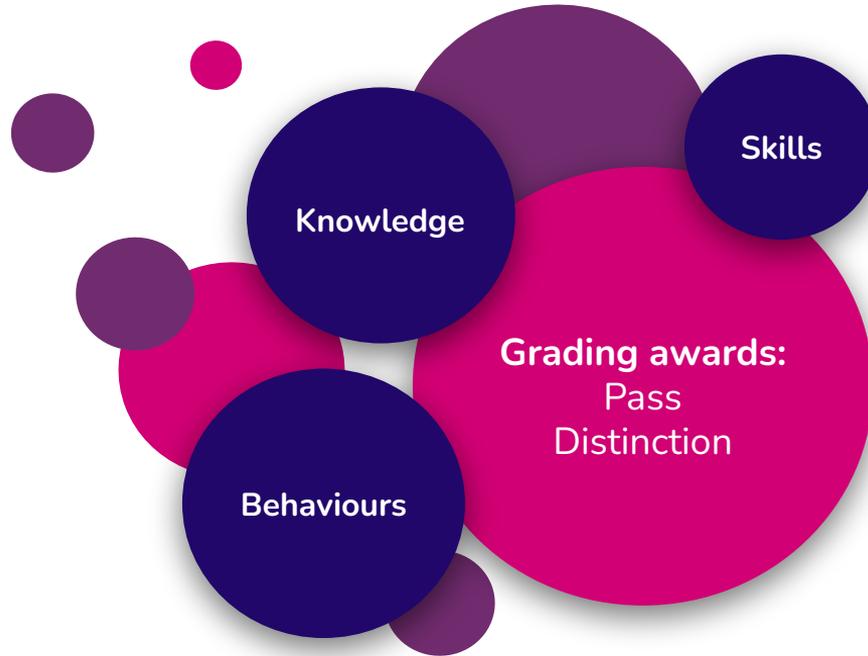
PRACTICAL

Apprenticeship Roles & Responsibilities



Presentation including Questions & Answers

- Team Building & Development
- Communication
- Organisational Culture & Strategy
- Problem Solving
- Data Analysis



Professional Discussion, underpinned by a Portfolio

- Building a High Performing Team
- Project Management
- Organisation Governance
- Managing Self



Building a portfolio of evidence

Helpful hints and tips

www.managers.org.uk

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Gathering Evidence for Portfolio

All
Standards



Collect

You are encouraged to collect evidence for the portfolio as you go - it will make your life easier



Select

Does the evidence collected really showcase your best work?



Connect

Is it easy for their Assessor to find and see exactly what KSBs the evidence is mapped to?



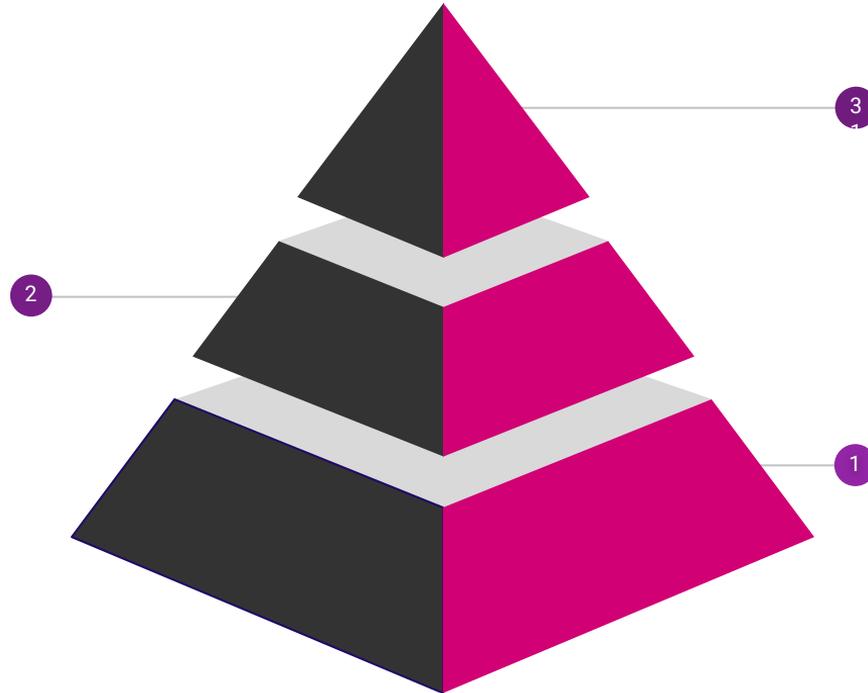
Reflect

Can you explain, with confidence, what you have learned/done, and how it meets the learning outcomes in the Standard?

Rag Rating	Severity	Examples
Red	Severe = Highly confidential information	Cyber security, finance statements, business critical information, personal files and/data
Amber	Moderate = Some confidential information included	Meeting minutes, end of year accounts, strategic/operational development documents and staff appraisals
Green	No Concerns = Very little/no confidential information included	Work based examples, business as usual, observations and witness testimonies

Activity / Example

Work-based example clearly shows what I did and my role in this chosen activity



Validation

Witness testimony or observation that confirms what I did, my role and the KSBs seen

Contextualisation

Introduction summarising what I learned, what evidence I am providing and the areas I am evidencing

Change Management (CM)

Reference the use of the concept/theory of change management you have learned (e.g Kotter's 8 stages of CM)

Example bundle:

Context Statement - half a page of A4, detailing how the work product in the bundle evidences against learning outcomes (use alpha-numeric codes)

- Briefing document about the CM process
- Team meeting minutes and action log/gantt chart and/or presentation to board/external stakeholders
- Feedback from the audience to confirm their understanding
- Witness testimony that validates the actions/activities

Continue

- Ensuring the evidence is specific to you as the apprentice
- Maximising the benefits of positive witness testimony
- Working with your line manager/mentor to ensure you have access to the roles needed to collect evidence

Consider

- Mapping documentation that signposts the exact location of the evidence
- More quality evidence, less quantity
- Application of knowledge and demonstration of skills
- Remembering to evidence the behaviours

KSB Group Title

List of KSBs Needing To Be Evidenced

Building a high performance team

K2.1, K8.2, **S2.1**, S2.2, S3.1, S3.2, **S4.2**, B2.1, B4.1

Project Management

K6.1, K6.2, S6.1, **S6.2**

Organisation Governance

K2.2, K7.1, K7.2, **S7.1**, **B4.3**

Managing Self

K8.1, **S8.1**, K9.1, S9.1, B2.2, B4.2

Possible Opening Question:

Explain the approach you took in choosing the pieces of evidence for your portfolio and how you ensured they showcased your competence in meeting the 4 grading descriptor groups?

Building a High-Performing Team:

Which activity within your portfolio do you consider best demonstrates your ability to develop and motivate your team?

Organisation Governance:

Can you tell me what organisational governance, compliance and performance management techniques are used within your organisation and what activities you have undertaken to evidence your role in this?

Managing Self:

Describe in detail the process you have taken to gather feedback from others and how you then used this to inform your personal development

Possible closing question:

Which piece of evidence do you consider showcases **you** role modelling the values within your organisation and within your team?



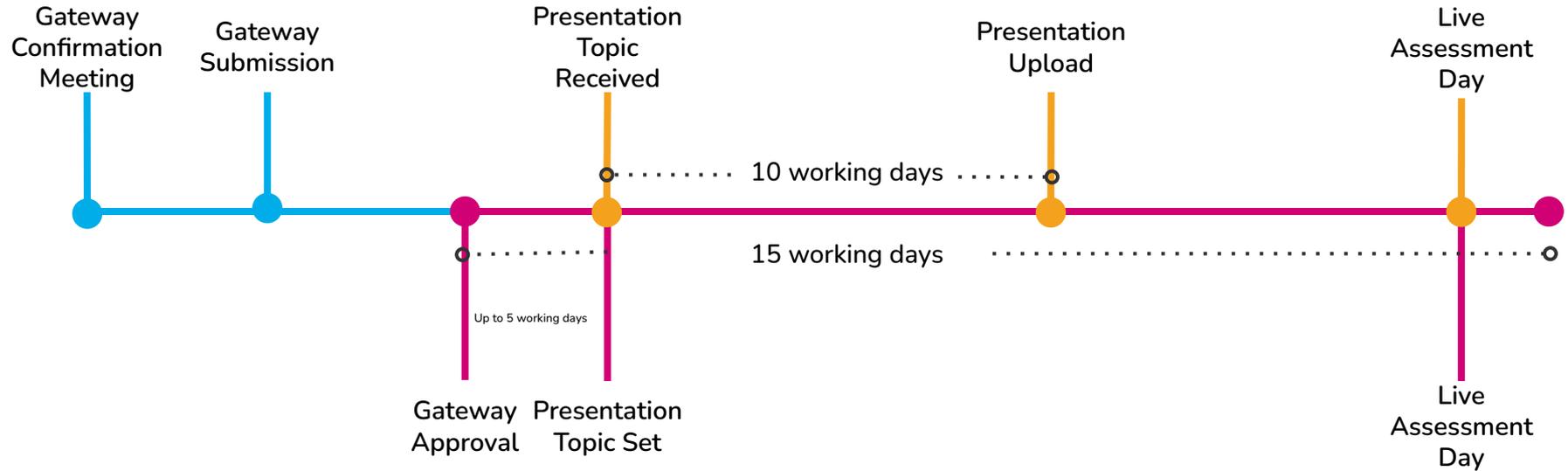
EPA Gateway Requirements

For providers and apprentices

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Timeframe Level 3 Team Leader or Supervisor



**Result Released 15 working days after
Live Assessment Day**



Team Leader / Supervisor EPA Presentation Topics are:

- ❑ Reviewing ways to reduce cost and increase efficiency in a business environment
- ❑ Supporting their team through a period of change within their organisation
- ❑ Seeking a solution to a business need
- ❑ Implementing a performance management process within a team or business unit
- ❑ Managing a difficult situation within their team
- ❑ Supporting their organisation through a period of change

KSB Group Title

List of KSBs Needing To Be Evidenced

Team Building & Development

K1.1, K3.2, **S1.2**, S5.3, B1.1

Communication

K4.1, **K4.2**, **S3.3**, **S4.1**

Organisational Culture & Strategy

K1.2, **K5.1**, S1.1, **S5.1**, **B3.1**

Problem Solving

K3.1, K5.2, K10.1, **S5.2**, S10.1, B1.2, B1.3, **B3.2**, **B3.3**

Data Analysis

K5.3, **K10.2**, **S5.4**

Team Building and Development

Which of the activities listed in your presentation do you consider helped you the most to build and develop the individuals within your team, and why?

Communication

When communicating the organisation strategy to your team what did you do to ensure they understood the role they needed to play in achieving it?

Problem Solving

Which of the activities undertaken in your apprenticeship, and listed in your presentation, do you consider best demonstrates your ability to solve a difficult problem, deal with a challenging situation and/or manage change within your team/organisation?

Data Analysis

Explain the approach you took to create and then analyse the data/information in the XXX report listed within your presentation

Welcome To Your Student Page, 1 Test 1 Test

This is where you can find all the relevant information for your assessment (CMI - L5 Operations/Departmental Manager v1.2 - EPA)

🔊 Dates will be confirmed once gateway and your interview has been confirmed.
Please contact your training provider for further information

Links to uploading your documents for LAD here

Live Assessment Date

Not Booked Yet

Confirmation of date and time here

Key Resources

• [Apprentice Guidance](#)



Progress Info

Results will be released 15 working days after your Live Assessment Date.

Gateway confirmation form to view here

Emails to look out for:



Live Assessment Day

What to expect and best practices

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- You will deliver your **20 minute Topic Presentation**
 - This must be the presentation you submitted to CMI.
 - We recommend that use use speaker and/or prompting notes to support the presentation as these can help to ensure you cover everything within the time allowed.
- *The CMI Independent Apprenticeship Assessor will pause the live assessment for **5-10 minutes** following the presentation to review the questions they have prepared and compare them to what has been delivered and ensure relevance.*
- This will be followed by a **30 minute Question & Answer** session about their presentation and the relevant KSB groups.
 - Minimum **5 questions** - with one from each grading descriptor group

10 minute break

- Complete a **60 minute Professional Discussion**
 - Based on the evidence submitted in the showcase portfolio at gateway
 - Minimum **6 opening questions** with at least one from each grading descriptor group

Live Assessment Day Logistics

L&M Only

- Virtual, 121 with Assessor - Using **Google Meets**
- Please have **Photo ID** ready
- It is **Open Book**, so have speaker notes, prompt notes, portfolio mapping document etc - to support you when answering questions or taking part in the professional discussion
- Under **Assessment Conditions** - ensure that you are in a room free from distractions
- Results will be released to your training provider **15 Working Days** from the Live Assessment
- All assessments are subject to quality assurance, the assessor **Will Not** be able to give you any feedback on the day
- All assessments are **Video Recorded** to ensure that the Assessor follows our quality protocols
- Entitled to apply for **Foundation Chartered Manager Status**

Keep relaxed and be ready to shine **CMI** Chartered Management Institute



Your apprenticeship is just the beginning

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Professional standards

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THANK YOU

Any questions?

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