



The Institute of Certified Bookkeepers

**End Point Assessment Specification
Level 3 Payroll Administrator (ST0073)**

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1. General Information

The Institute of Certified Bookkeepers (ICB) is an approved End-Point Assessment Organisation (EPAO) for the delivery of the End-Point Assessment (EPA) for the Level 3 Payroll Administrator Apprenticeship Standard. ICB appear on the official Register of End Point Assessment Organisations [here](#) under registration number EPA0066.

This specification provides information for training providers, apprentices and employers involved in the Level 3 Payroll Administrator EPA.

ICB have developed the EPA for the Level 3 Payroll Administrator Standard to meet the needs of the requirements as set out in the End-Point Assessment Plan [here](#), which was developed by a cross-sector group of employers together with input from several training providers, consultants and professional representative bodies which make up the Payroll Administrator Trailblazer Group.

2. Entry Requirements

The following requirements are mandatory:

- Level 2 English
- Level 2 Maths

Apprentices 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 requirement is Entry Level 3. British Sign Language qualification are an alternative to English qualifications for whom this is their primary language.

3. EPA's Objective

The EPA is based on the application of what the apprentice has learned during the apprenticeship and will assess the Knowledge, Skills and Behaviors as detailed in the published Assessment Plan [here](#). The EPA will assess the apprentice's:

- understanding of how to use a payroll system to process payrolls on time and accurately
- understanding of the pension landscape as it affects payroll and appreciate the structure of workplace pensions / Auto-Enrolment
- ability to make informed judgements and interpret information being mindful of the possibility of error
- ability to plan and prioritise workload
- ability to communicate the result of data processing decisions both internally and externally

- understanding of how the payroll function, in general, interacts with functions internal and external to an organisation
- understanding of how UK taxation, Social Security, employment and pensions legislation relates to the payroll function and the importance of complying with such legislation
- understanding of the principles of data protection
- ability to support colleagues to achieve results
- ability to communicate using a range of media

4. Methods of Assessment

The EPA consists of three assessment methods:

1. Multiple-Choice questions
2. The Role Simulation
3. The Professional Discussion

The MCQ test is a maximum duration of 2 hours, is closed book and must be carried out under controlled invigilated exam conditions. The MCQ test is delivered online and comprises 30 factual, 10 contextualised and 10 scenario-based questions. The MCQ test is computer marked.

The Role Simulation is delivered online and will last 3 hours (+/- 10% tolerance permitted) within 1 working day. Apprentices may have up to 3 breaks, each one with a maximum of 1 hour's duration. The Role Simulation is open book but must be sat under invigilation with no access to social media.

The Professional Discussion may take place at the Training Provider or Employer's premises. Arrangements will be made for an ICB Independent Assessor to either attend face-to-face or the discussion could take place via online video platform, on an agreed date and time. There will be 14 questions in the Professional Discussion, and it will last 1 hour with a 10% tolerance. The Independent Assessor may ask follow-up questions where appropriate to explore the Apprentice's answers further. The questions asked and answers given will be recorded by the Independent Assessor.

The combination of Multiple-Choice, Role Simulation and Professional Discussion will build a cumulative picture of performance against the Standard. These assessment methods require apprentices to demonstrate the application of Knowledge, Skills and Behaviours in an integrated manner to deliver the required outcomes, enabling the End-Point Assessor to make a holistic judgement about how well the apprentice meets or exceeds the Standard.

5. EPA Conditions & Levels of Attainment

The EPA will take place following On-Programme learning and once the apprentice has passed 'Gateway'. The decision to progress the apprentice through Gateway to EPA is the employer's alone.

The assessment methods may only be taken in the order given, the Multiple-Choice questions first, the Role Simulation and then the Professional Discussion. The apprentice needs to gain at least a pass in each assessment method before moving to the next. All three methods must be completed and passed within a three-month maximum period.

Grading Criteria

The Multiple-Choice assessment is graded fail or pass and has a 70% pass mark.

The Role Simulation and the Professional Discussion are graded fail, pass or distinction and graded against the respective grading criteria as detailed in the published Assessment Plan [here](#)

6. Results

On completion of each element of the EPA, the apprentice will receive notification of their result from ICB within 5 working days. On successful achievement of the entire EPA, the apprentice will receive an EPA achievement certificate from ICB. The official apprenticeship certificate will be issued by the Education and Skills Funding Agency (ESFA).

7. Further Information & guidance

This specification should be read in conjunction with the [Level 3 Payroll Administrator Standard](#) and the [Level 3 Payroll Administrator Assessment Plan](#)

To support employers, training providers and apprentices prior to Gateway, ICB has produced guidance documents/handbooks and sample assessments. Further mock assessments delivered via the ICB's e-assessment platform are also available to apprentices once they have progressed through Gateway.

Please contact ICB at apprenticeships@bookkeepers.org.uk for details.

8. Equality & Diversity Policy

ICB is committed to ensuring fair and equal access to our qualifications, assessments, support materials and all other services. ICB strives to maintain professional standards for the benefit of all our apprentices, students, members, suppliers, stakeholders and ICB staff.

Please refer to the ICB website for a copy of our Diversity and Equality policy.

9. Reasonable Adjustments & Special Considerations Policy and Procedure

ICB is keen to provide a fair and consistent assessment process for all. ICB recognises that there are sometimes circumstances beyond the control of the apprentice that may have an impact on their level of ability whilst undertaking assessment. ICB will consider all appropriate Reasonable Adjustments and Special Consideration requests.

Please refer to the ICB website for a copy of our Reasonable Adjustment and Special Considerations policy.

10. Enquiries & Appeals Policies

ICB is continually working to uphold a high level of service by ensuring quality assurance standards are maintained at all times. ICB aims to ensure that all assessment outcomes are fair, consistent and reliable. However, occasions may arise where a student may wish to question a decision.

Please refer to the ICB website for a copy of our Enquiries and Appeals policies.

11. Review & Update

Allison Wildish	Head of Qualification Standards & Quality Assurance	13 April 2021	Released Version 01



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