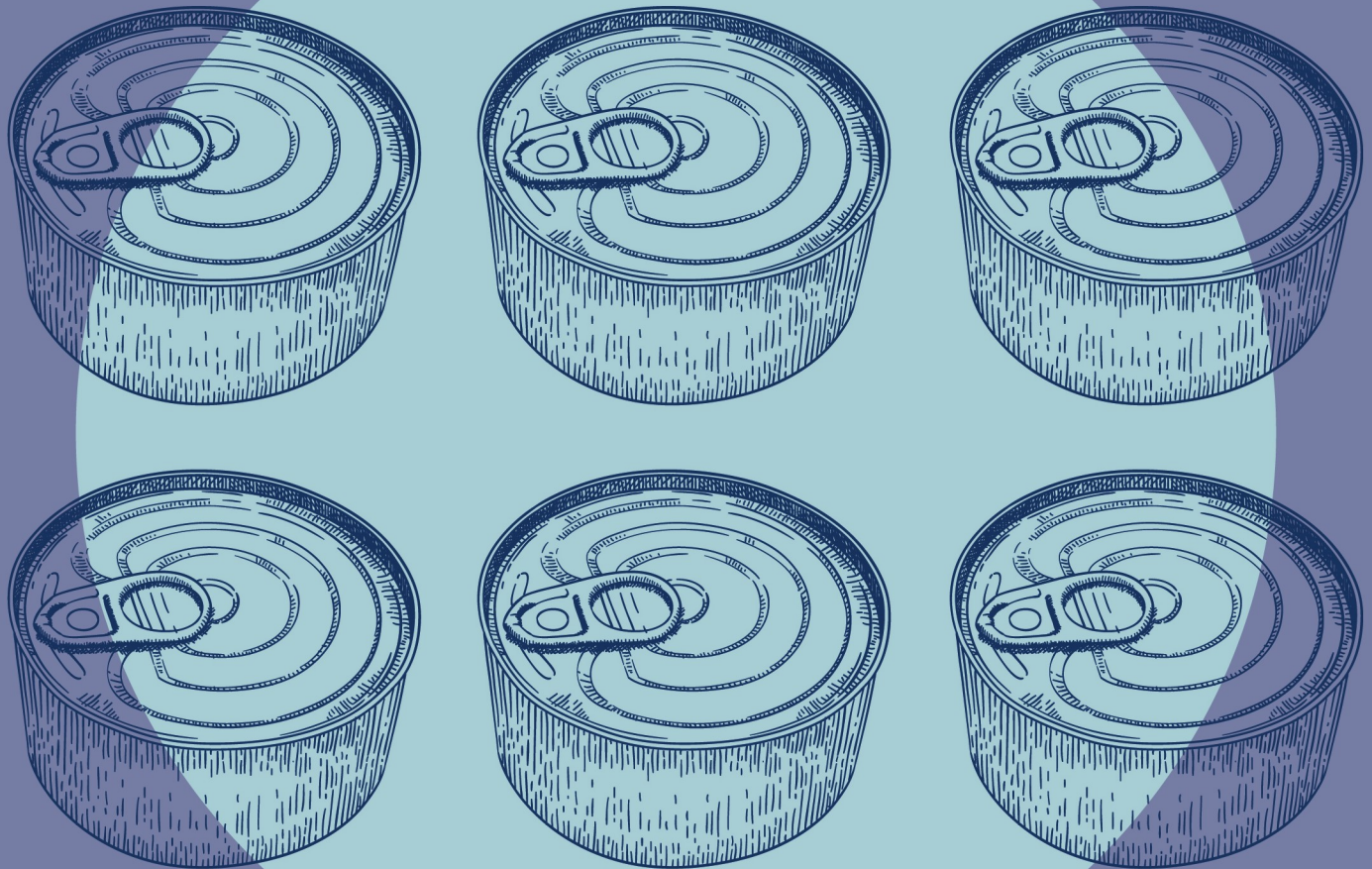


Level 3 End-point Assessment for Food and Drink Advanced Process Operator



ST0196
Apprentice Guide



FDQ Level 3 End-point Assessment for Food and Drink Advanced Process Operator ST0196 Apprentice Guide

What is the EPA?

The EPA is the final part of your apprenticeship. It is important so prepare well for it! It is designed to confirm you have the skills, knowledge and behaviours needed to become a qualified Food and Drink Advanced Process Operator.

Are you ready for your EPA?

Check that you have completed these Gateway requirements to start your EPA.

- ✓ L3 Diploma in Food & Drink Operations
- ✓ Level 2 Functional Skills in mathematics or GCSE in mathematics
- ✓ Level 2 Functional Skills in English or GCSE in English
- ✓ A Gateway Declaration Form signed by you, your employer and training provide to confirm readiness for EPA

Remember!

Your employer and trainer won't enter you for the EPA unless they are sure you are ready and confident to take your EPA.

Practise for your EPA

The EPA is your chance to prove you have the knowledge, skills and behaviours to be a qualified Food and Drink Advanced Process Operator.

Make sure you practise for it!

What to take to the EPA day

- ✓ Your ID (Photographic evidence e.g. passport or driving license)
- ✓ Any tools/PPE you usually have with you

Reasonable Adjustments

Your employer must inform FDQ if you need any reasonable adjustments for your EPA; for example extra reading time or instructions in larger font. Make the request for adjustments when your employer requests your EPA test.

FDQ is committed to supporting all apprentices and ensuring the EPA experience is conducted in a fair and reliable way.

See the FDQ Arrangements for Reasonable Adjustments policy at: www.fdq.org.uk

Timeline

FDQ will send details of the date and time of your EPA to your employer.

You have one month to complete your EPA.

Your EPA Manager will send your observation plan to your employer five days before your EPA, to help you prepare.



What you have to do at the EPA Day

Your IE will explain the order of the day to you including timings and breaks. You must complete three assessments:

1	Knowledge Test (online or paper based)	Time allowed 90 minutes	Questions 30 multiple choice + 5 extended answer questions	Graded Fail/pass/merit/distinction
2	Practical Observation	Time allowed 4 hours	Activities to be observed Observation of activities in the workplace. Supplementary questions may be asked.	Graded Fail/pass/merit/distinction
3	Presentation and Interview	Time Allowed Presentation: 45 minutes Interview: 60 minutes	Activities to be observed You will be asked to present on how continuous improvements can be applied in the workplace, followed by an interview.	Graded Fail/pass/merit/distinction

See the Employer and Training Provider Handbook for sample tests and more information about the assessments, as well as the brief for the presentation.

What happens after?

FDQ will confirm the final results, including a grade for the EPA to your employer/training provider within 8 weeks of the EPA day.

When you pass your EPA

You will receive a statement of your results, including a grade, from FDQ.

The Education and Skills Funding Agency (ESFA), on behalf of the Institute of Apprenticeships will send your Apprenticeship certificate to your employer.

Congratulations!

If you don't pass your EPA

The result statement will indicate areas of weakness. If you fail one of the tests, you and your employer have two choices. You can either:

1. Apply to re-sit or re-take the individual EPA test. You do not have to complete further learning for a re-sit; but if you do need more learning, you can re-take the tests. FDQ will provide areas to focus on to prepare for a re-take.

You must complete your re-sit or re-take within 2 months of your original EPA day, or you will need to re-sit or re-take the whole EPA.

2. Appeal to FDQ if you disagree with your result. If you feel you were unfairly assessed then you should speak to your employer and trainer, who will follow the FDQ appeals procedures to help you.
www.fdq.org.uk

The FDQ Promise

FDQ want you to do well and promise your EPA will be:

Clear – so you understand what you have to do on the day.

Supportive – we give your employer and trainer lots of information in the Employer and Training Provider Handbook that will help you prepare for your EPA– make sure you use it!

Fair – our Independent Examiners (IEs) are industry professionals trained to be fair, reliable and to give you every opportunity to succeed.

Consistent – after your EPA, your examiner will submit a recommended grade which will be moderated at FDQ HQ for Quality and Assurance purposes.



If you would like more information please
contact FDQ, our friendly team will be
happy to help.

FDQ, Pure Offices

4100 Park Approach

Thorpe Park

Leeds

LS15 8GB

Tel: 0113 3970 395

Email: fdq@fdq.org.uk