



Advanced Butcher
End point assessment
Pricing Policy
2021



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1. Summary

This document contains the policy and procedures relating to the costs, fees and circumstances that apply for the provision and fee setting for an Advanced Butcher Apprenticeship Standard end point assessment (EPA)

EPA is a new way of assuring quality in the apprenticeship system. It replaces the existing model of continuous assessment resulting in qualifications. Once an apprentice has completed the on programme period of the apprenticeship, all parties involved will agree and confirm the apprentice's readiness for EPA.

There is a two stage gateway process for the Advanced Butcher Apprenticeship Standard that is completed over a 6 month period. Apprentices must complete the mandated qualifications and learning programme prior to applying to the gateway.

Entry to Gateway Stage

Apprentices must meet the gateway requirements and provide evidence of doing so to FDQ before plans and dates for their EPA can be formally commenced. At gateway, the employer and training provider (if applicable) must be satisfied the apprentice is consistently working at, or above, the level set out in the occupational standard and will complete an FDQ **Gateway Declaration Form** confirming readiness for EPA and be able to provide authenticated evidence (copies of certificates) to confirm the apprentice has;

- achieved English and mathematics at level 2.
- Achieved an Award in Food Safety Supervision level 3
- achieved an Award in Hazard Analysis and Critical Control Points (HACCP) for Food level 3
- achieved an Award in Health & Safety in the Food Supply Chain Business level 3
- complied a portfolio of evidence containing a minimum of 10 to 12 pieces of evidence – see handbook for more information

Gateway - Stage One

FDQ will commence talks with the employer and training provider at stage one and following receipt of the entry to gateway evidence of completion. At these meetings FDQ will go through the EPA requirements including logistics, dates and fees and this information is loaded to a Contract of Services that will underpin the agreement between all parties.

The EPA will be completed within a minimum 12-week assessment window, after the apprentice has met the EPA gateway requirements and the stage one requirements have been agreed

Gateway - Stage Two

At the end of stage 2 the apprentice will have completed their EPA and the graded result will be notified to all parties usually within 4 weeks.

The whole assessment process is managed by FDQ with the EPA conducted by an independent assessor (IA) who submits their initial results & grade to a moderation process at FDQ where upon a final outcome is confirmed. The employer and provider will receive a Statement of Result that must be agreed by all parties and upon confirmation FDQ will request the final completion certificate from the Education and Skills Funding Agency (ESFA).

2. Policy Statement

The fee for an advanced butcher is agreed at stage one in the process. FDQ will generate the invoice for the EPA once contracts have been issued **usually 7 days** prior to the appointed EPA date.

The Advanced Butcher EPA will usually take place at the apprentice's workplace on an appointed day and comprises the following instruments of assessment to be independently assessed in the order of;

- 90 x minute knowledge test
- 120 x minute workplace observation
- 40 x minute interview, underpinned by portfolio

FDQ invoices carry a 30 day expected payment date from when the EPA has been carried out.

3. Information applicants & their employers

Information on fees as contained in this document will be made available to employers to enable them to negotiate and agree the fee with payment to be routed via their preferred RoAPT approved training provider.

4. Payment and Fee Collection

Fees can be paid by any of the following methods:

Choose one of methods below	
1	For FDQ centres the usual BACs based payment system applies
2	For non-FDQ centres payment can set via Bankers Automated Clearing System Limited (BACS)

5. Guidelines for fee setting

The fees shown in this document are based on an individual application for EPA. Discounts may apply where multiple EPAs are applicable for larger contracts and please discuss this with FDQ.

The Butchery Employer Trailblazer group (BETG) has prescribed 3 discrete end point assessments;

EPA to be undertaken	General Instrument of assessment specification	Requirements
Assessment 1: Knowledge test	<p>The knowledge test shall consist</p> <ol style="list-style-type: none"> 30 x multiple-choice questions (MCQs) 5 x short answer questions. <p>Apprentices will often undertake all three EPAs on the same day in the same venue (suitable room permitting). In some cases apprentices may undertake their Knowledge test on an appointed day in advance of the workplace observation.</p>	The test will take place in a controlled space with a 90-minutes duration. The test will be closed book.
Assessment 2: Workplace observation	The observation will take place in their normal workplace by an independent assessor using equipment that they are familiar with and under normal working	The observation must last 2-hours with discretion increase the time of the observation by up to 10% to allow the apprentice to complete a task at the end of this component.

	<p>conditions. Apprentices will usually be assessed on a one-to-one basis.</p> <p>FDQ will agree with the employer/provider what will be observed, and the timing of the observation, taking into account workplace operations and schedules. The employer/provider must ensure the correct assessment conditions, materials, type and quality of meat are available; however, the employer may not participate in or influence the independent assessor's choice of tasks for the observation.</p>	<p>FDQ will provide both preparatory instructions to the apprentices, detailing the tasks they must complete during the workplace observation.</p> <p>A minimum of 8 open questions in total will be asked during the session, to assess underpinning knowledge and seek clarification of understanding. Questions may be asked during and/or after task completion</p>
<p>Assessment 3:</p> <p>Interview</p>	<p>The interview must be carried out on a one-to one basis between the apprentice and their independent assessor.</p> <p>A minimum of 12 open, competence-based questions will be asked through the session and apprentices will be able to refer to evidence contained within their portfolio when answering the questions.</p>	<p>The interview must take 40-minutes with discretion to increase the time of the interview by up to 10%, to allow the apprentice to complete a question at the end of this component of the EPA.</p> <p>The interview must be conducted under controlled conditions, in a quiet space free from distraction and influence.</p> <p>The interview will be recorded on an audio recording device.</p> <p>The interview will be graded fail, pass or distinction.</p>

Each end-point assessment is discrete but requires a different specification of assessment and tailored range of methods to mark, grade and validate the EPA.

6. EPA Fee setting rationale –

6.1 Frequently asked questions

Question	Answer
How are end point assessments costs calculated?	The Government does not dictate the fee to be charged for end point assessment. Standard apprenticeships are assigned maximum funding rate by the Funding Agency and employers decide the percentage of the overall funding value that is assigned to the occupational assessment plan.
How do employers select and pay for the EPA?	<p>The employer will select the EPAO (FDQ) and negotiate a price for the EPA. The price agreed should not usually exceed 20% of the funding band maximum for the standard.</p> <p>The agreed price to be charged will be based on administration and delivery of end-point assessment (eligible costs) and may also comprise an element linked to profit.</p> <p>Payment from the employer to FDQ will be routed through the provider. In order to receive payment FDQ and the provider must have a contract agreed and in place as soon as possible after notification from the employer.</p>
What should the contract between FDQ and provider cover?	<p>This contract must cover roles and responsibilities and a schedule for the channelling of funding through the provider to FDQ.</p> <p>The terms of the contract between the EPAO and the provider must confirm that FDQ is in charge of EPA delivery on behalf of the employer and that the provider is acting as an agent of the ESFA in passing the payment (either from the employer's apprenticeship service levy account or co-funded) to FDQ.</p>
When can providers expect to receive the final 20%?	<p>For standards the final payment will be made once the end-point assessment has been completed and the prime provider has informed the ILR for the apprentice. FDQ will;</p> <ol style="list-style-type: none"> 1. Inform the prime provider of the apprentices completion of the on the day it was undertaken. This enables field 21 (funding) of the ILR to be processed and notified to the ESFA.

	2. Once results have been agreed, submit a 'request for final certification' to the ESFA and alert the provider of this action. This will enable the provider to complete field 28 of the ILR (SUCCESS RATES)
So EPA fees are 'fixed' by Government and set at 20% of the max funding rate?	Not necessarily, EPAOs have a responsibility to price up the EPAs to reflect the different eligible costs such as administration, registration and examination that occur as part of the delivery of the EPA. This will ensure the delivery of a fair, valid and reliable testing experience for the apprentice. Fees therefore will vary according to the requirements of the EPA. In some cases, this will mean the cost of the EPA will be justified at 20% and in other cases it may be lower.
What is the max funding rate for the Level 3 Advanced Butcher Standard?	The Government has assigned a max funding rate of £12,000 to the Butcher Apprenticeship Standard, therefore the 20% 'completion' payment would be 20% of £12,000 = £2,400.

7. Fee setting & remission rationale

7.1 Apprentice hosting the EPA at normal workplace

Max fee scenario	Scenario	Rate
Single applicant	The most common scenario will be a single advanced apprentice undertaking a pre-planned and coordinated workplace observation in their own workplace. The day may also involve a quiet space to undertake the knowledge test and post observation interview.	Max £1,920 (16% of Funding rate)
Setting	Apprentices will be observed in their normal workplace by an independent assessor using equipment that they are familiar with and under normal working conditions. FDQ will accommodate early starting times and weekends as required.	
Eligible Costs		Normally included within List Price and an eligible cost

<ul style="list-style-type: none"> Costs associated with the administration, registration and examination of end-point assessments as set out in the standard/s and assessment plan/s 	<ul style="list-style-type: none"> External setting and marking of tests Registration and delivery of on-screen tests Recognition of achievement Feedback, grading and submission for certification Access to video conferencing for remote assessment
<ul style="list-style-type: none"> Costs associated with providing guidance and support and the materials (non-capital items) used in the delivery of end-point assessment (equipment or supplies necessary to enable the assessment to take place) 	<ul style="list-style-type: none"> All support materials and guidance provided to the employer or provider for end-point assessment preparation during on-programme learning, including, but not limited to: <ul style="list-style-type: none"> Assessment specifications Assessment logbooks Checklists Exemplars Support and training from a sector expert product managers Papers/supplies/software required for the assessment to take place (non-capital items) such as ingredients or paper tests where required. For example - Ingredients for the culinary challenge (standard appropriate)
<ul style="list-style-type: none"> Costs associated with ensuring trained staff and appropriate premises are available to deliver end-point assessment 	<ul style="list-style-type: none"> Pre-visit to the workplace to ensure suitability of premises and discuss EPA schedule/itinerary with all parties Trained Independent End-point Assessors Normally appropriate premises for assessment activity where required and not available at the apprentice's workplace
<ul style="list-style-type: none"> Costs to support any special arrangements needed to ensure any apprentices with special educational needs, disabilities or 	<ul style="list-style-type: none"> All reasonable adjustments requested in line with the Reasonable Adjustments and Special Considerations

with another temporary or permanent debilitating condition can fairly access end-point assessment	<ul style="list-style-type: none"> Written paper exams
<ul style="list-style-type: none"> Costs associated with the development and maintenance of assessment instruments and tools 	<ul style="list-style-type: none"> All assessment materials, tools and instruments
<ul style="list-style-type: none"> Costs associated with any further assessment required by the apprentice to achieve end-point assessment (for instance retakes or resits) 	<ul style="list-style-type: none"> Feedback and area analysis available to providers to support preparation for re-sits/retakes
<ul style="list-style-type: none"> Costs associated with ensuring consistent and robust internal quality assurance (for instance moderation and standardisation of assessment instruments and tools, assessors and assessment decisions) 	<ul style="list-style-type: none"> Internal quality assurance provided by EPAO End-point Assessment Managers (moderation or standardisation)
<ul style="list-style-type: none"> Costs to take account of any EQA charges you may incur and certification charges 	<ul style="list-style-type: none"> All External Quality Assurance costs incurred and certification costs charged to the EPA by the EQA – these can be up to £54 and £20 per candidate respectively. The EQA Body for Butchery is the Worshipful Company of Butchers (WCB) and they shall be imposing a fee to be confirmed from February 2019.

The max EPA costing rationale provides the basis for setting fees; however FDQ can apply further fee remissions on a discretionary basis. Fee remissions may occur for the following reasons

- Butchery workplace environment that can facilitate more than one apprentice on the same day in the same venue.
- Multiple EPAs for larger groups that are block booked in advance for gateway 2 (this may occur more often in processing plants)

Based on the circumstances of the applicant, FDQ will consider the apprentices circumstances and will be able to agree a fee rate with the employer/provider. The fee is determined by the individual or collective circumstances of the apprentice and will be set and agreed following a consultation with FDQ.

Some fee setting examples are shown below.

7.2 – Apprentice requires external examination Centre

Max fee scenario	Scenario	Rate
Single applicant (unable to undertake EPA in own shop)	In the unlikely event the apprentice may not be able host the workplace observation & interview, FDQ will need to make provision for an alternative setting for the EPA. This will normally involve the hiring of realistic working environment (RWE) or a negotiated butchery facility.	Max £2,400
Setting	External butchery facility (e.g. regional college) including supply of meat, on site technicians and equipment. Alternatively, another butchery venue would need to be sourced and negotiated.	
Eligible Costs		Normally included within List Price and an eligible cost
<ul style="list-style-type: none"> Costs associated with the administration, registration and examination of end-point assessments as set out in the standard/s and assessment plan/s 		<ul style="list-style-type: none"> External setting and marking of tests Registration and delivery of on-screen tests Recognition of achievement Feedback, grading and submission for certification Access to video conferencing for remote assessment
<ul style="list-style-type: none"> Costs associated with providing guidance and support and the materials (non-capital items) used in the delivery of end-point assessment (equipment or supplies necessary to enable the assessment to take place) 		<ul style="list-style-type: none"> All support materials and guidance provided to the employer or provider for end-point assessment preparation during on-programme learning, including, but not limited to: <ul style="list-style-type: none"> Assessment specifications Assessment logbooks Checklists

	<ul style="list-style-type: none"> ○ Exemplars • Support and training from a sector expert product managers • Papers/supplies/software required for the assessment to take place (non-capital items) such as ingredients or paper tests where required. • For example - Ingredients for the culinary challenge (standard appropriate)
<ul style="list-style-type: none"> • Costs associated with ensuring trained staff and appropriate premises are available to deliver end-point assessment 	<ul style="list-style-type: none"> • Trained Independent End-point Assessors • Normally appropriate premises for assessment activity where required and not available at the apprentice's workplace
<ul style="list-style-type: none"> • Costs to support any special arrangements needed to ensure any apprentices with special educational needs, disabilities or with another temporary or permanent debilitating condition can fairly access end-point assessment 	<ul style="list-style-type: none"> • All reasonable adjustments requested in line with the Reasonable Adjustments and Special Considerations • Written paper exams
<ul style="list-style-type: none"> • Costs associated with the development and maintenance of assessment instruments and tools 	<ul style="list-style-type: none"> • All assessment materials, tools and instruments
<ul style="list-style-type: none"> • Costs associated with any further assessment required by the apprentice to achieve end-point assessment (for instance retakes or resits) 	<ul style="list-style-type: none"> • Feedback and area analysis available to providers to support preparation for re-sits/retakes
<ul style="list-style-type: none"> • Costs associated with ensuring consistent and robust internal quality assurance (for instance moderation and standardisation of assessment instruments and tools, assessors and assessment decisions) 	<ul style="list-style-type: none"> • Internal quality assurance provided by EPAO End-point Assessment Managers (moderation or standardisation)

<ul style="list-style-type: none"> Costs to take account of any EQA charges you may incur and certification charges 	<ul style="list-style-type: none"> All External Quality Assurance costs incurred and certification costs charged to the EPA by the EQA – these can be up to £54 and £20 per candidate respectively. The EQA Body for Butchery is the Worshipful Company of Butchers (WCB) and they shall be imposing a fee to be confirmed from February 2019.
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8. Guidance for re-sits/re-takes

Apprentices who fail one or more EPA components will be offered re-sits/re-takes. Re-sits/re-takes must not be offered to apprentices wishing to move from pass to distinction. A re-sit does not require further learning, whereas a re-take does.

The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

A re-sit/re-take must be taken within 12-weeks of the original fail notification; otherwise the entire EPA must be re-sat/re-taken.

The maximum grade awarded to a re-sit/re-take will be pass, unless the EPAO identifies exceptional circumstances accounting for the original fail.

EPAOs must ensure that apprentices undertake a different knowledge test, workplace observation specification and interview questions when taking a re-sit/re-take.

EPA to be undertaken	Proportion of original fee
Multiple choice & Short Answer test	25% of fee
The butcher observation skills assessment:	50% of fee
Vocational Interview utilising portfolio	25% of fee

***FDQ will apply discretion as required for re-sits /re-takes**

9 Refund of fees

If FDQ cancels an EPA then any fees paid will be automatically refunded to the applicant organisation

If the apprentice withdraws from their EPA without providing 24 hours' notice to FDQ the fee remains payable as detailed in the *EPA Fee Terms and Conditions (Appendix A)*

and any fees paid will not be refunded. This applies at all times and in all situations, including changes of circumstance and cases of hardship.

If the learner is not able to undertake their EPA on account of ill health then, on the production of medical evidence (e.g. a doctor's note), then a postponement may apply and the EPA could be rescheduled.

The FDQ Chief Executive must approve any refunds/credit notes before issue.

END