



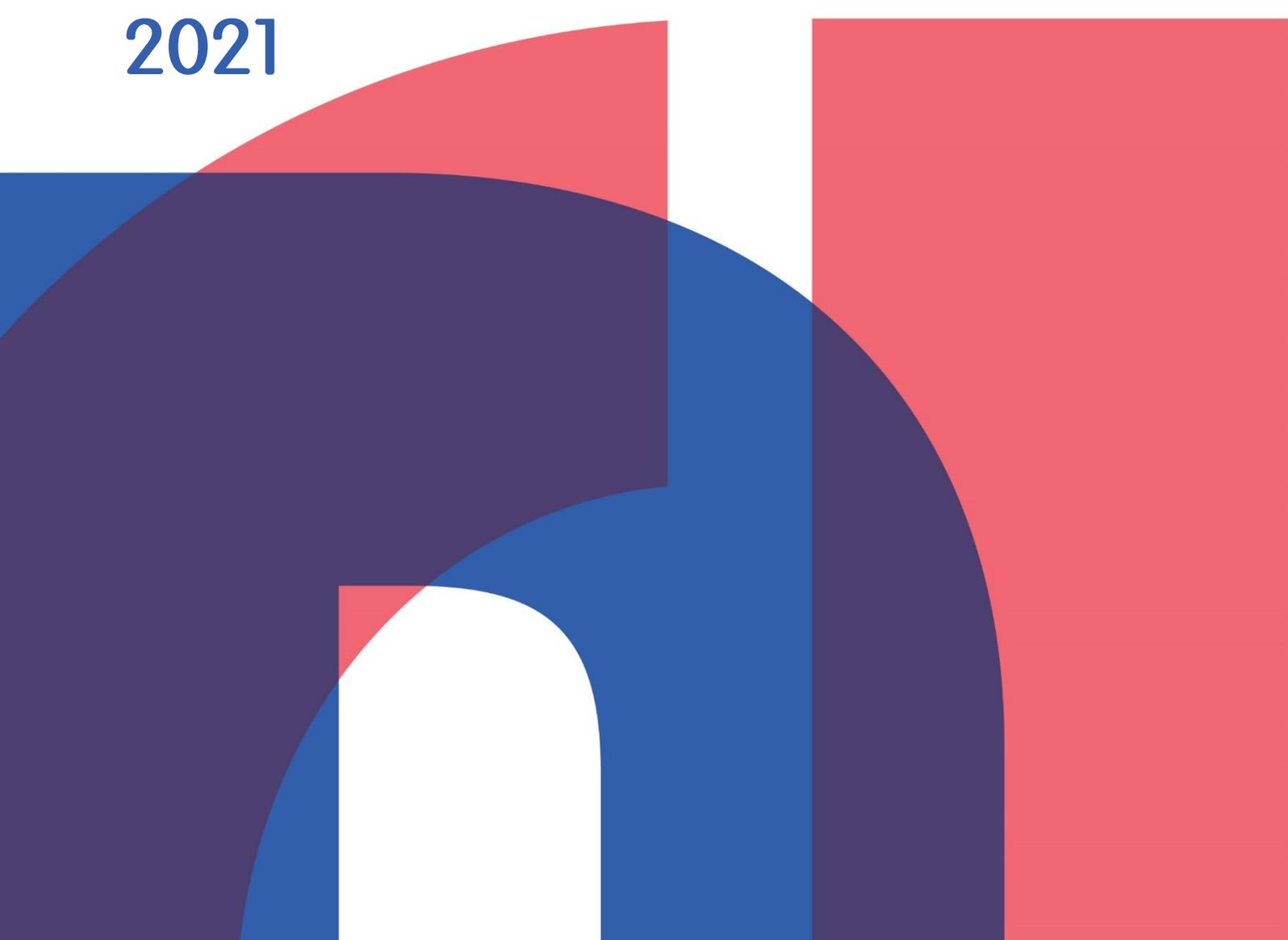
**LEVEL 3 FOOD TECHNOLOGIST**

**Reference: ST0198**

**End Point Assessment**

**Pricing Policy**

**2021**



## Key Information

1. Introduction and occupational context
2. Agreeing fees & payment information
3. Information for apprentice applicants & employers
4. Payment and Fee Collection
5. Guidelines for fee setting
6. EPA Fee setting rationale
7. Fee setting and remission
8. Guidance for re-takes
9. Refund of fees

This document contains the policy and procedures relating to the delivery, fees and circumstances that apply for the provision for a Level 3 Food Technologist Apprenticeship Standard End point assessment (EPA)

### Occupational Context

The Level 3 Food Technologist occupational standard was first approved in 2016 and has a maximum funding value of £18,000. This standard covers a variety of roles within the food manufacturing and supply chain industry, from raw material technologists for growers and producers through to laboratory or factory based roles in product and process development. The standard has the flexibility to apply to a wide range of settings from primary producers to final product manufacturing.

Food technologists have a significant technical role to play in ensuring food is safe and quality is optimised to meet the needs of consumers, regulatory bodies and commercial customers. In addition they may have a commercial role in ensuring efficiency of production, identifying cost savings in ingredient usage or developing products to meet a price point.

### Why FDQ

We promise that our end-point assessment services will be:

- **Clear** – after booking an EPA with us we will outline the process in a straightforward way, so everyone knows what is expected and there are no nasty surprises
- **Supportive** – above all we want your apprentices to succeed. We will provide a variety of support materials including sample questions; checklists; an outline of what happens on EPA day plus a guide to preparing apprentices to help them do their best. We provide detailed guides for the employer and training provider- and a shorter simple guide for apprentices.
- **Fair** – tests will be aligned only to the key knowledge, skills and behaviours agreed and set out in the standard and the assessment plan. Our experienced independent assessors will use their judgement as to whether an apprentice meets the overall requirements overall
- **Experience** – FDQ is the only specialist EPAO in the food and drink market with over 20 years of experience serving the industry. Our independent examiners (IEs) are highly experienced and fully qualified practitioners in their field
- **Collaborative** – end-point assessment is the last stop on our journey with you. Our IEs are committed to working with you to get your apprentices to the finish line to reach a fair and validated final result

- **Tailored to your business** – one size doesn't fit all! Your apprentice's EPA, whilst satisfying the requirements of the assessment plan, will be aligned to the business they are in. This way, not only do the apprentices have the best chance of succeeding, but employers can be confident that they will also be competent in the workplace.

### Entry to Level 3 Food Technologist Gateway

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. The employer will complete an FDQ **Gateway Declaration Form** confirming the apprentice's readiness for EPA and will be able to provide authenticated evidence (copies of certificates) to confirm achievement of:

- L3 Diploma in Food Technology
- English and maths at level 2, prior to taking their end-point assessment.

Assuming all is received the apprentice's application for EPA will proceed to the Gateway stage.

### Gateway Stage

FDQ will commence talks with the employer and training provider in the months leading up to the gateway. At these meetings FDQ will explain the EPA requirements including venue details, dates and final fees to be applied. Once the EPA delivery arrangements are agreed, FDQ will process a contract of services on behalf of the employer confirming the fee and payment transactions with the training provider.

During the site visit, the apprentice's project brief will be agreed between the apprentice, the employer and the independent examiner (IE). Topics may be suggested by FDQ or the employer, to fit the requirements of the employer's business. The 12-week period for completing the project will start from the date of the site visit. The EPA will be completed at/near the end of the 12-week Gateway period.

The whole assessment process is managed by FDQ. The EPA is conducted by an independent examiner who submits the apprentice's provisional results and grade to a moderation process at FDQ. After moderation, a final outcome is confirmed. The employer and training provider will receive a Statement of Result (usually within 21 working days) that must be agreed by all parties. Upon receipt

of this confirmation, FDQ will request the final completion certificate from the Education and Skills Funding Agency (ESFA).

### Agreeing the fee and payment

The payment transaction for EPA is between FDQ and the training provider and the agreed fee is to be paid and collected at the earliest opportunity. This means, except in cases where the cost is not known, all fees will be requested within 30 days of the invoice. If the fee payment is not made, or evidence of a third party commitment to pay is not produced, the EPA cannot take place.

FDQ will invoice for the EPA once the Contract of Service has been issued **usually 7 days** prior to the appointed EPA date.

The Level 3 Food Technologist end-point assessment will take place on the agreed appointed days/sessions over a typical period of up to 3.5 hours. FDQ will provide an independent EPA service that examines the three distinct assessment components:

Ref	Method of EPA	Timings
1	Written Knowledge Test	Comprising 30 multiple choice test questions and 5 short answer questions lasting up to 90 minutes
2	Workplace Project and Presentation	A report of 3000 words or less to be submitted at week 11. Project Presentation lasting up to 60 minutes – sessions and timings to be agreed with the IE.
3	Professional Dialogue and Interview	Lasting up to 60 minutes

FDQ aims to supply results from the final EPA to customers within 21 days. FDQ invoices carry a 30 day expected payment date from when the EPA was commenced.

## Information for 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 Register of Apprenticeship Training Provider (RoAPT) approved training provider.

### Payment and Fee Collection

Fees can be paid by either of the following methods:

Payment Options	
1	For FDQ centres an invoice will be raised and the usual terms and conditions will apply.
2	For <b>non-FDQ</b> centres a <b>payment facility</b> can be set using a Bankers Automated Clearing System Limited (BACS) process

### Guidelines for fee setting

The final fee for a Food Technologist apprenticeship standard end-point assessment may vary. In discussion with the employer / provider, FDQ will consider a number of factors that help us reach a reasonable fee for services;

- **Dual EPAs** – Instances where two or more apprentices from the same site are assessed on a single day, this reduces FDQ’s Independent Examiner day/travel so enabling savings to be shared across apprentices
- **Multiple EPAs** – Clearly when working with large employers who may have several apprentices to be assessed within a calendar year, FDQ will be happy to discuss a discount rate; especially when the employer’s onsite team can help with planning and preparation
- **Late/Early Shift** – FDQ appreciates the food industry is often a 24/7 working environment so there may be times when FDQ conforms to the preferred overnight/weekend shift patterns that suit the apprentice

Notwithstanding the above circumstances for fee discounts to apply, the fees shown in this document are based on a single applicant commission for EPA. The guiding principle for FDQ is that we are transparent about the fee setting calculation, and where savings are applicable, to share them with the employer/provider.

## The Food Technologist Instruments of Assessment

The apprentices will undertake all **three discrete** components that make up the end point assessment:

### Written Knowledge Test (WKT)

The WKT assesses the underpinning knowledge and understanding and contributes 25% of the final apprenticeship grade. The test comprises 30 multiple choice questions (MCQs) with an additional 5 short answer questions over a 90 minute time limit. The WKT will test understanding across a range of areas including:

• Food safety in the supply chain	• Principles of microbiology	• Principles of food chemistry
• Sensory analysis	• Food standards and auditing	• Data analysis
• Principles of raw materials	• Principles of continuous improvement	• Good manufacturing and hygiene practice
• Pest control and prevention	• Product development processes	• Ethical issues in the food industry

The questions in the WKT will be presented in two sections:

- a multiple choice question (MCQ) section (30 MCQs worth 1 mark each)
- a short answer questions section (5 questions worth 6 marks each).

The WKT grading criteria is as follows

<i>Acceptable achievement – Pass</i>	<i>Good achievement - Merit</i>	<i>Outstanding achievement - Distinction</i>
>40 marks out of 60	>50 marks out of 60	>55 marks out of 60

Workplace Project and Presentation

The **Workplace Project** (55% of the final apprenticeship grade) is a significant piece of work and should be started as the Gateway period begins. A project brief is chosen by the employer and apprentice, and agreed with the IE. The project must be mapped against the knowledge, skills and behaviours required for this assessment component before commencement of the project and shared with the IE.

A project report of no more than 3,000 words should be submitted to FDQ in the 11<sup>th</sup> week of the Gateway period, so that the Independent Examiner may familiarise in preparation for the **Project Presentation** which will take place on the final EPA day. The presentation and a question and answer session will typically last 45 minutes to 1 hour.

The workplace project and presentation will cover all aspects of the standard including:

<ul style="list-style-type: none"> <li>• Food safety and health and safety</li> </ul>	<ul style="list-style-type: none"> <li>• Collecting, interpreting and analysing data</li> </ul>	<ul style="list-style-type: none"> <li>• Problem solving techniques</li> </ul>
<ul style="list-style-type: none"> <li>• Use of IT to identify trends and drive continuous improvement</li> </ul>	<ul style="list-style-type: none"> <li>• Implementing risk management systems</li> </ul>	<ul style="list-style-type: none"> <li>• Review and maintenance of technical procedures</li> </ul>
<ul style="list-style-type: none"> <li>• Sensory evaluation activities</li> </ul>	<ul style="list-style-type: none"> <li>• Working safely</li> </ul>	<ul style="list-style-type: none"> <li>• Ownership of work and proactive approach to work</li> </ul>

The grading for the Workplace Project and Presentation is as follows:

Pass	Merit	Distinction
8-12 points	13-18 points	19-24 points

FDQ will provide a range of sample materials, mock examples, detailed grading criteria and specifications for employers and providers that will assist preparations for the apprentice's Workplace Project and Presentation.

### Professional Dialogue & Interview

The final assessment is a structured discussion between the apprentice and independent examiner and will focus on the Behaviours required for a Food Technologist. This assessment contributes 20% to the final apprenticeship grade. The session will be structured to draw out the best of the apprentice's competence and excellence; lasting between 45 and 60-minutes.

FDQ's Independent Examiner will select six questions from a bank of standardised competency-based questions to ensure a consistent approach is adopted, as well as ensuring all required areas of the standard are appropriately covered.

The Independent Examiner will use the assessment criteria in the EPA plan to judge the final grade for the PDI, using the following grade boundaries:

Pass	Merit	Distinction
• 4-6 points	• 7-10 points	• 11-12 points

## Final Food Technologist Apprenticeship Grade

The final grade for the L3 Food Technologist apprenticeship is determined by the results in the three components, applying the weighting as stipulated:

Written Knowledge Test	Workplace Project and Presentation	Professional Dialogue and Interview
25%	55%	20%

The final grade will typically be issued to the apprentice and the employer 21 days after the date of EPA.

## Level 3 Food Technologist

Question	Answer
<i>What is the funding rate for the Food Technologist standard?</i>	The Level 3 Food Technologist attracts a maximum funding rate of <b>£18,000</b> . This was assigned to this standard by the Institute for Apprenticeships and Technical Education (IfATE).
<i>How are end point assessments costs calculated?</i>	The Government does not dictate the fee to be charged for end point assessment. Apprenticeship Standards are assigned a 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.
<i>How do employers select and pay for the EPA?</i>	<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. 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>
<i>What should the contract between FDQ and provider cover?</i>	<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 <b>on behalf of the employer</b> 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>

<p><i>When can providers expect to receive the final 20%?</i></p>	<p>For standards the final claim to the ESFA can be made once the end-point assessment has been completed and the prime provider has informed the ILR for the apprentice. To support timely payments to the provider FDQ will;</p> <ol style="list-style-type: none"> <li>1. Inform the prime provider of the apprentice’s 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.</li> <li>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</li> </ol>
<p><i>So EPA fees are ‘fixed’ by Government and set at 20% of the maximum funding rate?</i></p>	<p>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. FDQ on average sets fees at 15% of the maximum funding rate. This reflects the food industry’s s strive for efficiency and FDQ’s not-for profit status.</p>
<p><i>EQA Charges</i></p>	<p><u>From November 1<sup>st</sup> 2019</u>, the Government has mandated that External Quality Assurance for apprentices on this Standard will be subject to a £40 tariff that is to be charged at the gateway stage. This charge is to be passed on to the customer but clearly itemised on the invoice as an EQA charge per apprentice.</p>

### The fee Scenario for a single apprentice

Maximum fee scenario	Rationale	FDQ rate
Single applicant	If applied at 20% of the £18,000 maximum funding rate FDQ could make a charge of £3,600.	<b>Maximum</b> <b>£2,700</b>

	<p>FDQ <b>does not apply</b> this charge and instead our maximum fee is capped at 15% = £2,700 based on the following assumptions</p> <ul style="list-style-type: none"> <li>The employer will host the EPA ensuring a controlled environment is available for the employee and examiner</li> </ul>	<b>Single Rate</b>
<b>Setting</b>	FDQ will accommodate unsocial starting times and weekends if required to do so. This will be discussed with the EPA Manager in advance of agreeing the final fee	
<b>Additional Discount</b>	FDQ will apply a <b>10% reduced rate</b> for occasions where at least two <b>apprentices</b> from the same company undertake end point assessments on/around the same time. The additional discount will be discussed in advance with the employer and provider.	
<b>Eligible Costs</b>	<b>EPA Services delivered by FDQ</b>	
<ul style="list-style-type: none"> <li><i>Costs associated with the administration, registration and examination of end-point assessments as set out in the standard/s and assessment plan/s</i></li> </ul>	<ul style="list-style-type: none"> <li>External setting and marking of tests</li> <li>Registration and delivery of on-screen tests</li> <li>Recognition of achievement</li> <li>Feedback, grading and submission for certification</li> <li>Access to video conferencing for remote assessment</li> </ul>	
<ul style="list-style-type: none"> <li><i>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)</i></li> </ul>	<ul style="list-style-type: none"> <li>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"> <li>Assessment specifications/Assessment logbooks / Checklists / Exemplars</li> </ul> </li> <li>Support &amp; training from expert product managers</li> <li>Papers/supplies/software required for the assessment to take place (non-capital items) such as ingredients or paper tests where required.</li> </ul>	

<ul style="list-style-type: none"> <li>• <i>Costs associated with ensuring trained staff and appropriate premises are available to deliver end-point assessment</i></li> </ul>	<ul style="list-style-type: none"> <li>• Pre-visit to the workplace to ensure suitability of premises &amp; discuss EPA itinerary with all parties</li> <li>• Trained Independent End-point examiners</li> <li>• Check appropriate premises for EPA activity</li> </ul>
<ul style="list-style-type: none"> <li>• <i>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</i></li> </ul>	<ul style="list-style-type: none"> <li>• All reasonable adjustments requested in line with the Reasonable Adjustments and Special Considerations policies</li> <li>• Written paper exams</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Costs associated with the development &amp; maintenance of assessment instruments &amp; tools</i></li> </ul>	<ul style="list-style-type: none"> <li>• All preparation of assessment materials, tools and instruments</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Costs associated with any further assessment required by the apprentice to achieve end-point assessment (for instance re-takes or re-sits)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Feedback and area analysis available to providers to support preparation for re-sits/retakes</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Costs associated with ensuring consistent and robust internal quality assurance (for instance moderation and standardisation of assessment instruments and tools, assessors and assessment decisions)</i></li> </ul>	<ul style="list-style-type: none"> <li>• Internal quality assurance provided by EPAO End-point Assessment Managers (moderation or standardisation)</li> <li>• Results generation &amp; issue to respective parties</li> </ul>
<ul style="list-style-type: none"> <li>• <i>Costs to take account of any EQA charges that may be incurred and certification charges</i></li> </ul>	<ul style="list-style-type: none"> <li>• All External Quality Assurance costs incurred &amp; certification costs charged to the EPA by the EQA – these can be up to £40 per candidate respectively.</li> </ul>

*\*Other scenarios may occur and fees will need to be set on a case by case basis with discrete discounts applying for different types/volumes as considered at the discretion of the CEO.*

## Guidance for re-takes - the Level 3 Food Technologist

Apprentices who fail one or more EPA components will be offered a re-take. Re-takes cannot be offered to apprentices wishing to move from pass to merit or distinction. A re-take usually requires a period of further learning and a supportive action plan. The apprentice's employer will need to agree that a re-take is an appropriate course of action.

A re-take must be taken within 12-weeks of the original fail notification; otherwise the entire EPA must be re-taken. The maximum grade awarded to a re-take will be Merit, unless the EPAO identifies exceptional circumstances accounting for the original fail.

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

EPA component to be re-taken	Proportion of original fee
Written Knowledge Test	20% of fee
Workplace Project and Presentation	60% of fee
Professional Dialogue and Interview	20% of fee

*\*FDQ will apply discretion as required for re-takes*

## 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 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. On occasions where severe weather causes a postponement then some discretion will apply, however FDQ will always endeavour to factor in weather conditions in advance.

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

**END**