

LEVEL 2 BUTCHER

End Point Assessment

Pricing Policy



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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 a Level 2 Butcher Apprenticeship Standard end point assessment (EPA)

EPA is a new way of assuring quality in the apprenticeship system. It replaces the previous 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.

On completion of the apprenticeship programme, Level 2 Apprentices will have completed the mandated qualifications, log book and learning programme and will be declared ready for EPA gateway.

Entry to Level 2 Butcher 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 and will complete an FDQ **Gateway Declaration Form** confirming readiness for EPA and be able to provide authenticated evidence (copies of certificates) to confirm achievement of;

- Level 2 Award in Food Safety
- Level 2 Award in Health and Safety in the Food Supply Chain Business
- Level 2 Award in Knife Skills for Food Processing
- English and mathematics at Level 1

In addition, FDQ will need to see evidence of

- English and mathematics test undertaken at level 2.
- Log Book completion

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

Gateway Stage

FDQ will commence talks with the employer and training provider following receipt of the entry to gateway evidence of completion. At these meetings FDQ will go through the EPA requirements including selected meat, geographical logistics, dates and final 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. The whole assessment process is managed by FDQ with the EPA conducted by an independent examiner (IE) who submits their initial results and 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

FDQ requires the agreed fee to be paid and collected at the earliest opportunity. This means, except in cases where the cost is not known, all fees will be collected within 14 days of the invoice and cleared 7 days in advance of the Butcher EPA test date. If payment is not made or evidence of a third party commitment to pay is not produced the EPA cannot take place.

The fee for a Level 2 Butcher is agreed at stage one. FDQ will generate the invoice for the EPA once contracts have been issued **usually 7 days** prior to the appointed EPA date.

The Butcher end-point assessment will take place on an appointed day over a typical period of up to 6 hours with FDQ providing an independent EPA service to that examines the three distinct components:

- i **multiple choice test** (MCT) lasting up to 90 minutes
- ii **practical skills assessment** (PSA) lasting up to 75 minutes
- iii **vocational competence discussion** (VCD), underpinned by the apprentice's log book lasting 30 minutes

FDQ aims to supply results from the EPA to customers within **eight weeks**. 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		
A	For FDQ centres the usual BACs based payment system applies	B For non-FDQ centres payment can set via Bankers Automated Clearing System Limited (BACS)

5. Guidelines for fee setting

The final fee for a Butcher apprenticeship standard end-point assessment may vary as FDQ in discussion with the employer / provider will consider the following dependent factors;

- **Location** – If the EPAs are to be carried out at the apprentice's place of work or via an external centre. Discounts will apply for apprentices undertaking their tests at work so long as the workplace is deemed suitable as a 'controlled' environment for the purposes of testing.
- **Meat** – Depending on the selected meat some price variations apply to beef, pork, lamb and poultry with discounts applying where the employer or provider is able to supply the selected meat on the day. Some seasonal factors also apply, for eg a Lamb Carcass costs more in the spring than the autumn.
- **Dual EPAs** – Instances where two apprentices from the same employer/workplace are assessed in the same location on a single day
- **Multiple EPAs** – Where several apprentices can be assessed on the same day in the same location discounts will apply.
- **Geographical** – Where apprentices may be located in areas requiring extended travel and in some cases overnight accommodation for examiners.

The fees shown in this document are assumed on a single applicant basis for EPA.

The Level 2 Butcher standard will require the apprentice to undertake 3 x discrete end point assessments as shown in table

EPA to be undertaken	General Instrument of assessment specification	Requirement
Knowledge via a multiple choice test (MCT)	<p>A paper based or online format multiple choice test (MCT)</p> <p>The MCT developed by FDQs meat industry professionals test the apprentice's knowledge of Butchery aligned with the standard.</p> <p>There are 4 versions of the paper/on line test. Bi-annual moderation of the bank ensures it is appropriately refreshed /updated.</p>	<p>The test comprises 60 questions to be answered over a max of 90 minutes following JCQ examination conditions.</p> <p>FDQ will invigilate with closed book rules & the apprentice 4 x answers to a question with one correct option.</p> <p>Each correct answer is assigned one mark with a 60% success leading to pass & 80% for a pass with excellence result.</p>
The Practical Skills Assessment	<p>The practical assessment will take place in a controlled environment either in the workplace or at an approved assessment centre.</p> <p>The FDQ Independent Examiner will be a highly experienced Butcher.</p>	<p>The practical skills assessment will require the apprentice to perform a minimum of 5 common or everyday cutting activities on a pre-selected meat carcass over a period of 75 minutes.</p> <p>The independent examiner will take notes and photo images as the apprentice progresses through the carcass cutting specification.</p>
Vocational Competence Discussion	<p>The vocational interview follows the PSA and the apprentice must answer a minimum of 8 questions with half derived from their logbook.</p>	<p>The vocational interview seeks to ascertain knowledge, understanding and appreciation of behaviours over a 30 minute duration.</p> <p>The vocational interview will be recorded for moderation purposes.</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. Butchery EPAs will take place on a single day with some scenario's shown in section 7.

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.

<p>How do employers select and pay for the EPA?</p>	<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>
<p>What should the contract between FDQ and provider cover?</p>	<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>
<p>When can providers expect to receive the final 20%?</p>	<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)
<p>So EPA fees are 'fixed' by Government and set at 20% of the max funding rate?</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. 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.</p>
<p>What is the max funding rate for the Level 2 Butcher Standard?</p>	<p>The Government has assigned a max funding rate of £9,000 to the L2 Butcher Apprenticeship Standard, therefore the 20% 'completion' payment would be 20% of £9,000 = £1,800.</p>

7. Fee setting & remission rationale

7.1 Apprentice attends external examination Centre

Max fee scenario	Scenario – Single apprentice takes their EPA in an external assessment facility	Rate to be charged by FDQ
Single applicant	<p>This price is fixed on the following assumptions</p> <ol style="list-style-type: none"> 1. FDQ will hire premises that are suitable to host a Butcher End Point Assessment 2. FDQ will supply the specified meat carcass on the appointed day 3. FDQ will ensure the necessary cutting environment is sufficiently isolated for the practical assessment 4. FDQ may also involve a quiet space to undertake the knowledge test and post observation interview 	<p>Max £1,800 Single Rate</p>
Setting	Apprentices are required to wear PPE and use their own tools/equipment and any garnishes/platters for the PSA. FDQ will accommodate early starting times and weekends as required. Apprentices responsible for safe carriage of utensils/tools on day and FDQ will supply an examination confirmation sheet for any transit checks that may apply.	
Additional Discounts	FDQ will apply a 20% reduced rate for occasions where more than one apprentice undertakes their EPA on the same day in the same external facility. For eg, instead of the single rate £1,800, 2 or more apprentices are in scope for the 20% discounted rate meaning a charge of £1,440 each will apply and assumes the same venue and meat supply. In this instance the fee would be 2 x £1,440 = £2,880	
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 & training from expert product managers Papers/supplies/software required for the assessment to take place (non-capital items) such as ingredients or paper tests where required.
<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 & discuss EPA itinerary with all parties Trained Independent End-point examiners Check appropriate premises for EPA activity

<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 & maintenance of assessment instruments & tools 	<ul style="list-style-type: none"> All preparation 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) Results generation & issue to respective parties
<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 & certification costs charged to the EPA by the EQA – these can be up to £54 per candidate respectively.

7.2 Apprentice takes the test at host employer/provider

Max fee scenario	Scenario – Single apprentice undertake EPA in their own workplace facility or providers facility	Rate to be charged by FDQ
Single applicant	<p>This price is fixed on the following assumptions</p> <ol style="list-style-type: none"> The employer/provider will offer the facility on a free of charge basis for the MCQ, PSA & VCD to be carried out. Subject to vetting The employer/provider will supply the specified meat carcass (hence discount from max 20%) on the appointed day The employer/provider will ensure the necessary cutting environment is sufficiently isolated for the practical assessment The employer/provider may also involve a quiet space to undertake the knowledge test and post observation interview The employer/provider to clean up area following EPA 	<p>Max £1,600 Single rate</p>
Setting	Apprentices are required to wear PPE and use their own tools/equipment and any garnishes/platters for the PSA. FDQ will accommodate early starting times and weekends as required. Apprentices responsible for safe carriage of utensils/tools on day and FDQ will supply an examination confirmation sheet for any transit checks that may apply.	
Additional Discounts	FDQ will apply a 15% reduced rate for occasions where more than one apprentice undertakes their EPA on the same day in the same employer/provider facility. For eg, instead of the single rate £1,600, 2 or more apprentices are in scope for the 15% discounted rate meaning a charge of £1,360 each will apply and assumes the same venue and meat supply. In this instance the fee would be 2 x £1,360 = £2,720	

Venue & Meat not covered	Not applicable in this instance	
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 & training from expert product managers Papers/supplies/software required for the assessment to take place (non-capital items) such as ingredients or paper tests where required.
<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 & discuss EPA itinerary with all parties Trained Independent End-point examiners Check appropriate premises for EPA activity
<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 preparation 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) Results generation & issue to respective parties
<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 & certification costs charged to the EPA by the EQA – these can be up to £54 per candidate respectively.

Other scenarios may occur and fees will need to be set on a case by case basis with discrete discounts applying for different types of meat where beef may cost more than lamb & poultry. There may also be special circumstances such as availability of meat or seasonal fluctuations that may be considered at the discretion of the CEO.

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
Theory of Butchery knowledge multiple choice test	25% of fee
Practical skills assessment <ul style="list-style-type: none"> Meat supplied Subject to availability of facility 	50% of fee
Vocational Competence Discussion	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.