

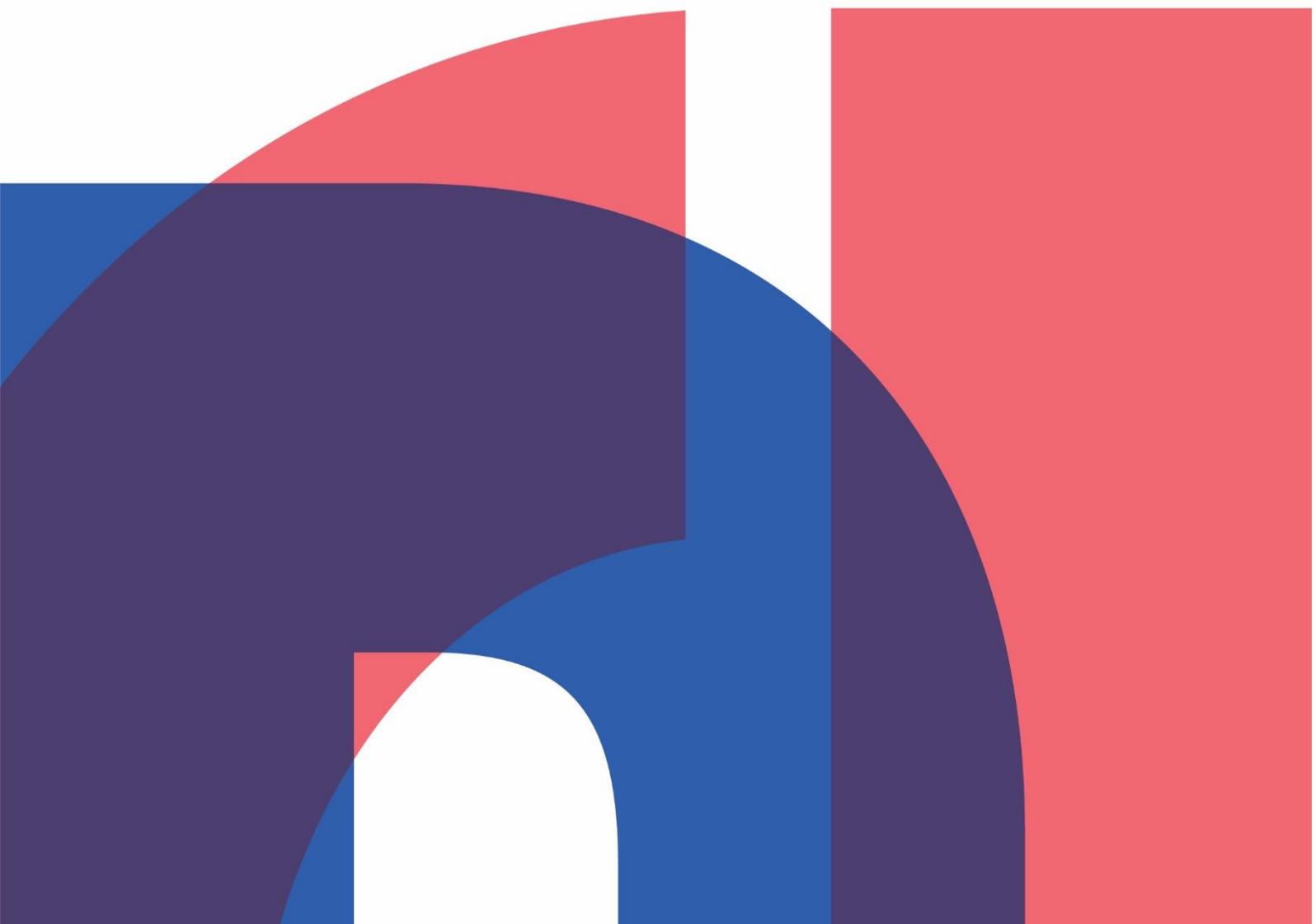


Butchery

End point assessment

Pricing Policy

2021



Key Information

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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 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 complete a 'sign-off' declaration in the log book that confirms readiness for EPA.

The three EPAs for the Butcher Apprenticeship Standard are taken on the same day and will test the apprentice's knowledge and practical cutting skills. The assessment is managed by FDQ and conducted by an independent butchery assessor (IA) and results in a grade that shows the apprentice is fully competent and productive in their occupation.

FDQ as the End Point Assessment Organisation (EPAO) is approved by the Education and Skills Funding Agency (ESFA) to offer the Level 2 Butchery apprenticeship EPA.

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.

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

Cheque	Credit or Debit Card paid over the phone	Bankers Automated Clearing System Limited (BACS)
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5. Guidelines for fee setting

The final fee for a butcher apprenticeship standard end-point assessment will depend on a number of variants including;

- **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
- **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.
- **Locality** – Where apprentices may be located in areas requiring extended travel and in some cases overnight accommodation for the IBA(s)

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

EPA to be undertaken	General Instrument of assessment specification	Method of EPA
Knowledge via a multiple choice test (MCT)	<p>A paper based or online format multiple choice test (MCT)</p> <p>The MCT developed by meat industry professionals with current specific knowledge of butchery.</p>	<ul style="list-style-type: none"> • online or paper-based multiple-choice test of 60 questions, 90 minutes • under examination conditions • invigilated by an FDQ independent apprentice assessor with closed book rules

	<p>The MCT question bank comprises a minimum of 320 items from which the 60 questions for the test derive. There are 4 versions of the paper/on line test. Bi-annual moderation of the bank ensures it is appropriately refreshed /updated.</p>	<ul style="list-style-type: none"> • The MCT has 4 answers to a question with one correct option. • 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>	<p>A practical assessment will take place in a controlled environment either in the workplace or at an approved assessment centre.</p>	<ul style="list-style-type: none"> • requires apprentices to perform a common or everyday task required in their working environment • 75 minutes • under examination conditions • assessed by an FDQ independent assessor
<p>Log book & vocational Interview (VIVA)</p>	<p>A VIVA assessment based on the learner evidence generated in the logbook</p>	<ul style="list-style-type: none"> • assess knowledge, understanding and appreciation of behaviours • 30 minutes • Minimum of four questions derived from the logbook

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.

The AAO is the responsible and accountable body that ensures the apprentices experience is valid, challenging, authentic, fair and consistent.

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%?	Similar to the arrangements that have been in place for SASE frameworks the final 20% is retained to be paid on successful completion of the apprenticeship. For standards the final payment will be made once the end-point assessment has been completed , therefore payment to the

	apprenticeship assessment organisation must be made in advance of the testing day.
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 2 Butchery Standard?	The Government has assigned a max funding rate of £9,000 to the Butcher Apprenticeship Standard, therefore the 20% 'completion' payment would be 20% of £9000 = £1800.

7. Fee setting & remission rationale

7.1 Apprentice attends external examination Centre

Max fee scenario	Rate applied	% of £1,800 CAP	Amount Final Fee to FDQ
Single applicant	Max £1,800	100%	£1,800
Setting	External butchery facility (e.g. regional college) including supply of meat, on site technicians and equipment.		
Includes	<ul style="list-style-type: none"> costs associated with the administration, registration and examination of end-point assessment as set out in the standard/s and assessment plan/s you are registered to assess against post EPA moderation costs costs associated with materials (non-capital items) used in the delivery of end-point assessment (equipment or supplies necessary to enable the assessment to take place) costs to support any special arrangements you may need to put in place to ensure any apprentices with special educational 		

	<p>needs, disabilities or with another temporary or permanent debilitating condition can fairly access end-point assessment</p> <ul style="list-style-type: none"> • costs associated with any further assessment required by the apprentice to achieve end-point assessment • costs to take account of any charges incurred as part of the EQA
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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

- More than one apprentice at the same EPA session
- Multiple EPAs for larger groups that are block booked in advance
- Dispensation for certain meats (some species is cheaper than others)

Based on the circumstances of the applicant, the appointed Independent Butchery Assessor will consider the EPA fee factors and will be able to reach a final price 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 takes the test at host employer/provider site

Discounted fee scenario	Rate applied	% of Cap	Amount Difference from Max	Final Fee to FDQ
Single applicant	Max £1,350	75%	£450	£1,350
Setting	Subject to pre-inspection of premises check, the employer will provide a controlled environment setting for the EPA and supply the meat			
Includes	<ul style="list-style-type: none"> • costs associated with the administration, registration and examination of end-point assessment as set out in the standard/s and assessment plan/s you are registered to assess against • post EPA moderation costs 			

	<ul style="list-style-type: none"> • costs associated with materials (non-capital items) used in the delivery of end-point assessment (equipment or supplies necessary to enable the assessment to take place) • costs to support any special arrangements you may need to put in place to ensure any apprentices with special educational needs, disabilities or with another temporary or permanent debilitating condition can fairly access end-point assessment • costs associated with any further assessment required by the apprentice to achieve end-point assessment • costs to take account of any charges incurred as part of the EQA
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7.3 – Apprentices x 2 at the same employer on same day EPA

Discounted Scenario	Rate applied	2 nd person Discount	Amount	Final Fee to FDQ
Up to 2 apprentices	1 st Candidate £1,350	£900	2 nd Candidate £900	Combined £2,225
Setting	Subject to pre-visit location check, the employer will host the day and supply the meat for both candidates			
Includes	<ul style="list-style-type: none"> • costs associated with the administration, registration and examination of end-point assessment as set out in the standard/s and assessment plan/s you are registered to assess against • post EPA moderation costs • costs associated with materials (non-capital items) used in the delivery of end-point assessment (equipment or supplies necessary to enable the assessment to take place) • costs to support any special arrangements you may need to put in place to ensure any apprentices with special educational needs, disabilities or with another temporary or permanent debilitating condition can fairly access end-point assessment • costs associated with any further assessment required by the apprentice to achieve end-point assessment • costs to take account of any charges incurred as part of the EQA 			

7.4 – Multiple advanced booked apprentices at the same employer

Discounted fee scenario	Rate applied	Discount	Amount	Final Fee to FDQ
Own-site facility catering for several EPAs	£1,080	Discount of £720 per candidate	Per applicant £1,080	No of Apps x £1,080
Setting	Subject to pre-visit location check, the employer will host the day and supply the meat for candidates. FDQ will have received advance notice of the EPA date and all on-site EPA arrangements will have been agreed. The employer/provider will host the day, providing a controlled environment and supply the meat for their own candidates			
Includes	<ul style="list-style-type: none"> • costs associated with the administration, registration and examination of end-point assessment as set out in the standard/s and assessment plan/s you are registered to assess against • post EPA moderation costs • costs associated with materials (non-capital items) used in the delivery of end-point assessment (equipment or supplies necessary to enable the assessment to take place) • costs to support any special arrangements you may need to put in place to ensure any apprentices with special educational needs, disabilities or with another temporary or permanent debilitating condition can fairly access end-point assessment • costs associated with any further assessment required by the apprentice to achieve end-point assessment • costs to take account of any charges incurred as part of the EQA 			

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 that fail an EPA be it a single test or all three will have the opportunity to re-sit/re-take. A re-sit does not require further learning, whereas a re-take does. Re-sits/re-takes must not be offered to apprentices wishing to move from pass to pass with excellence.

Apprentices can re-sit/re-take one or more failed assessment methods following a minimum duration of 14 days from the original assessment. If more than 6-months elapse, all 3 assessment methods must be re-sat/re-taken. If any of the assessments needs to be re-sat/re-taken the maximum apprenticeship grade that can be achieved is a Pass, unless the IAO determines the apprentice failed for reasons beyond their control.

There is no limit on the number of re-takes. No cap on grading will be placed on apprentices who need to retake. All re-sits will adopt the same independent format as for the original EPA, however savings may apply where the employer is already pre-vetted. As a guiding line but subject to agreement based on the re-sit circumstances the following will apply

EPA to be undertaken	Proportion of original fee
Theory of butchery knowledge multiple choice test	25% of fee
The butcher practical skills assessment: <ul style="list-style-type: none"> • Meat Supplied • Subject to availability of facility 	50% of fee
Log book & vocational Interview (VIVA)	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.

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