



Level 2 Butcher Apprenticeship Standard End Point Assessment (EPA)

What is the Butchery EPA?

The EPA is a compulsory component of the Level 2 Butcher Apprenticeship. It is used to confirm that your apprentice has achieved the skills, knowledge and behaviours required by the Standard. As the EPA determines whether an apprentice has succeeded in their apprenticeship it is important to register them only when they are *ready*.

First and foremost the apprentice must have successfully completed all the mandatory requirements of the butchery apprenticeship itself. These are:

The Training programme

- Which must have exceeded the 12 month Government minimum duration
- Apprentices will need to complete the training programme as set by their employer. This programme will develop the skills, knowledge and behaviours as detailed in the Standard, and in line with the retail or process butcher pathway. Apprentices may also undertake a regulated qualification to demonstrate achievement of the core apprenticeship components.
- Apprentices will need to complete and submit an Apprentice Logbook. FDQ produces a logbook for apprentices. For more info contact us at fdq@fdq.org.uk

Mandatory Qualifications

- Level 2 Award in Food Safety for Manufacturing or Meat and Poultry
- Level 2 Award in Health and Safety in the Food Supply Chain Business
- Level 2 Award in Knife Skills
- Level 1 English
- Level 1 Mathematics

The EPA itself

There are two parts to the EPA:

1. **Review and sign off of the Apprentice Logbook** – an Independent Butchery Assessor (IBA) will review the logbook to check it has been fully completed to the required standard before the EPA can go ahead
2. **EPA tests** – the apprentice will complete a series of three assessments, suited to their particular work environment, Retail, Process or In-Store, on an EPA day:

Butchery end point assessment tests

Theory of Butchery Knowledge

A multiple choice test of 60 questions.

90 minutes is allowed for the test, which takes place under exam conditions and is invigilated by the IBA. Apprentices are not allowed to take any resources into the examination.

This assessment is worth 25% of the final apprenticeship and grade.

Butchery Practical Skills test

Candidates are required to perform an everyday practical task, as might be required in their specific working environment.

60 minutes is allowed for the test, which is taken under exam conditions. The IBA may ask questions during the test.

This test is worth 55% of the final apprenticeship and grade.

Vocational Competence Discussion

This takes place after the apprentice has completed the theory and practical tests. Via a 30 minute vocational discussion the IBA will assess the apprentices understanding of the knowledge and behaviours required in the industry. The IA will use evidence from the logbook to guide questioning.

This assessment is worth 20% of the final apprenticeship and grade.

How do I apply for End Point Assessment?

Once the logbook and mandatory qualifications have been completed, the apprentice completes an online application for their EPA, via the FDQ Apprentice Awarding Organisation portal.

How can I help prepare my apprentice for their EPA?

Firstly encourage your apprentice to read their EPA Apprentice Handbook carefully, as it explains the assessments in greater detail. Secondly arrange to meet with your apprentice and their employer (if applicable). Identify any remaining gaps in knowledge or skills and agree a plan to rectify them, ideally by consistent practice. Agree a review date and if their employer is satisfied that the apprentice is now ready, they should complete the checklist in the handbook and the apprentice can register for their EPA.

Where will the assessments take place?

The EPA can take place either in the workplace or at an independent assessment centre. If the apprentice's workplace is chosen an IBA will visit to confirm suitability. EPA tests are conducted in a controlled environment, that means the venue must be fit for examinations and clear from disruption for the duration of the test.

What will my apprentice need to bring with them on the day?

They will need to bring:

- their photo identification document (ID)
- their completed logbook
- a copy of their EPA registration form
- their own tools and personal protective equipment (PPE) **if** they want to use them for the practical test. This is optional as tools and PPE will also be provided at the test centre.

Who will mark the assessments?

A trained FDQ IBA will both review the apprentice's logbook and carry out assessments on the day. IBA's, who are qualified butchers by trade, then submit their judgements to FDQ and after moderation results will be published through FDQ's online centre management system. This process typically takes up to 4 weeks.

What are the grading criteria?

There are three possible grades: Fail, Pass and Pass with Excellence. Apprentices receive a grade for each individual assessment and an overall grade for their apprenticeship. For details of specific grading criteria, along with assessment specifications see the Apprentice Handbook. This is available once the EPA has been booked.

What happens if my apprentice fails their EPA?

Apprentices will be able to re-sit their assessment or assessments. The trailblazer policy that must be enforced by FDQ is that apprentices will have two opportunities to re-sit assessments if they were to fail their original EPA.

What are the fees for an EPA?

The final fee for a Level 2 Butchery Apprenticeship EPA will depend on a number of factors:

- location – whether the EPA will be carried out at the apprentices workplace or at an approved external centre

- raw material – which species is chosen and whether the employer is providing the meat/poultry
- number of apprentices being assessed – where several apprentices can be assessed in one place on the same day, discounts will apply

Please note:

The EPA fee must be paid 7 days in advance of the appointed day, this is to cover set up and delivery costs

The Training Provider is charged for the EPA

What funding is available for EPA's?

To encourage completion of apprenticeship training Government withhold 20% of the total apprenticeship funding, until the EPA's have been concluded. This represents the maximum cost of an EPA, though FDQ applies a max 15% threshold that may be reduced dependent on the nature of the EPA. Each EPA is priced individually by the Apprentice Awarding Organisation.

For more information please call us on 0113 3970 395 or [email **fdq@fdq.org.uk**](mailto:fdq@fdq.org.uk)