

Abattoir Worker (Red Meat) Apprenticeship Standard, Level 2: End-point Assessment Plan

January 2018

1. Introduction & Overview

This document sets out the requirements for end-point assessment (EPA) for the abattoir worker (red meat) level 2 apprenticeship standard. It is written for end-point assessment organisations (EPAOs) who need to know how EPA for this apprenticeship must operate. It will also be of interest to abattoir worker (red meat) apprentices, their employers and training providers.

Full time apprentices will typically spend 16-22 months on the apprenticeship, with 20% off-the-job training during the on-programme phase.

The EPA should only start once the employer is satisfied that the apprentice is consistently working at, or above, the level set out in the standard, the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPAO.

Gateway requirements are a log book and Award for Proficiency in Protecting the Welfare of Animals at Time of Killing (WATOK) level 2. In addition, apprentices without English and mathematics at level 2 must achieve level 1 English and mathematics and have taken the tests for level 2 prior to taking their EPA¹.

The EPA must be completed within a maximum period of one-month, after the EPA gateway requirements have been met.

EPA must be conducted by an organisation approved to offer services against this standard, as selected by the employer from the Education & Skills Funding Agency's (ESFAs) Register of End Point Assessment Organisations (RoEPAOs).

The EPA consists of 2 distinct assessment methods:

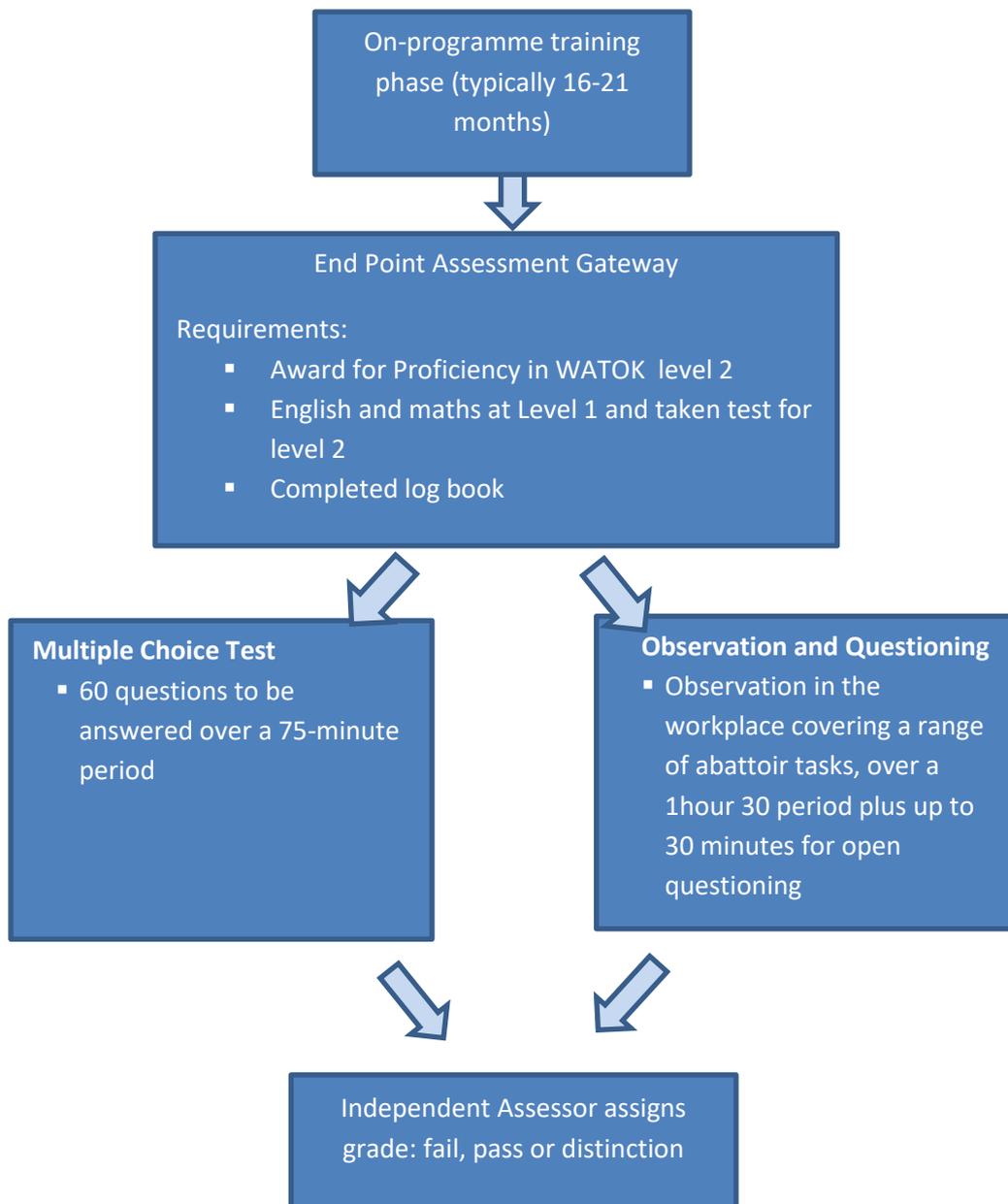
- Multiple choice test
- Observation with questioning

It is anticipated that both assessment methods will be taken on the same day however, that is not a requirement.

Performance in the EPA will determine the apprenticeship grade of fail, pass or distinction.

¹ For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.

Diagram 1. Summary of Abattoir Worker (Red Meat) End Point Assessment



End Point Assessment Gateway

The EPA should only start once the employer is satisfied that the apprentice is consistently working at, or above, the level set out in the standard, the pre-requisite gateway requirements for EPA have been met and that they can be evidenced to an EPAO. Employers may wish to take advice from their apprentice's training provider(s). The employer may also wish to consider running a mock EPA, to help inform the EPA gateway decision and give the apprentice the opportunity to experience what the EPA is like.

EPA gateway requirements:

- Award for Proficiency in Protecting the Welfare of Animals at Time of Killing (WATOK) Level 2
- English and mathematics level 1 and taken the tests for level 2, as a minimum. For those with an education, health and care plan or a legacy statement the apprenticeships English and maths minimum requirement is Entry Level 3. British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.
- Completed log book – see log book section below

Log book

A completed log book is a **compulsory** EPA gateway requirement, that underpins the EPA observation and questioning component; apprentices must refer to evidence contained in their log book when answering questions relating to processes not directly observed.

Employers/training providers are free to devise their own version of the log book and guidance on content will be made freely available from the IoM.

Log books must contain the following information:

- The name of the apprentice
- Details of the apprentice's workplace, including species slaughtered and processes
- Brief descriptions of the types of tasks undertaken by the apprentice, covering a minimum of 3 months' work activity towards the end of the on-programme training phase. The entries should be reflective of the knowledge, skills and behaviours as described within the apprenticeship standard. Evidence can be provided through a range of sources, for example in the form of a work diary completed by the apprentice and, descriptions of activities provided by supervisors/managers
- Entries to the log book should cover the full range of abattoir processes, including both the slaughtering and processing.
- Reflection on problems encountered and how they were overcome, covering the tasks that will be assessed by the observation and questioning assessment method

- Confirmation from the line manager that the tasks were completed to the required standard of the organisation and in accordance with standard operating procedures
- Document the off-the-job training that has taken place during the on-programme phase, with at least 20% of their employed time off-the-job
- Copy of the Award for Proficiency in Protecting the Welfare of Animals at Time of Killing (WATOK) level 2
- Copy of English and mathematics certificates (minimum level 1) and evidence of taking tasks for level 2 (if applicable)

The apprentice's employer must sign-off the log book, thereby confirming the demonstration of competence against the knowledge, skills and behaviours (KSBs) across the standard and that the apprentice is ready to take the EPA.

The apprentice must submit their log book to their EPAO when applying for the EPA.

End Point Assessment Methods, Timescales & Location

The EPA consists of 2 distinct assessment methods:

- Multiple choice test
- Observation with questioning

The EPA should be completed within a maximum period of one month, after the EPA gateway requirements have been met. If this is not achievable, due to illness, work place changes, then the practical aspects of the assessment should be scheduled in agreement between the employer, the apprentice and the EPAO as soon as possible.

It is anticipated that both assessment methods will be taken on the same day however, that is not a requirement to allow EPAOs flexibility and efficiency in scheduling. The assessment methods can be completed in any order.

Multiple Choice Test

Requirements:

- The multiple choice test must test the standard's knowledge, skills and behaviours (KSBs) as shown in Annex A.
- EPAOs must ensure that the multiple choice test is conducted in a suitably controlled environment i.e. quiet space free from distraction and influence, with the necessary equipment e.g. computer (if required). It is anticipated that EPAOs will use the apprentice's employer's premises wherever possible to minimise costs.
- The multiple choice test may be conducted face-to-face or on-line. EPAOs must ensure appropriate methods to prevent misrepresentation are in place for both face to face and on-line methods of assessment. For example, screen share and 360-degree camera

function with an administrator/invigilator, requesting that the apprentice provides some form of photographic identification.

- The multiple choice test must consist of 60 scenario/knowledge questions.
- Each question must present the apprentice with 4 options, from which the apprentice must select one or multiple correct options.
- Each question answered correctly must be assigned 1 mark, any incorrect or missing answers must be assigned 0 marks.
- Apprentices should be given a maximum of 75 minutes to complete the multiple choice test.
- The multiple choice test must be closed book i.e. apprentices can't refer to reference books or materials.
- Multiple choice tests can be either paper-based or electronic form.
- Apprentices must take the multiple choice test in the presence of an EPAO administrator/invigilator.
- The maximum administrator/invigilator to apprentice ratio must be 1 to 5 if face-to-face; or 1 to 3 if remote.
- Multiple choice tests must be marked by EPAO independent assessors or markers following a marking guide produced by the EPAO; electronic marking is permissible.
- Independent assessors must award a grade using the grading boundaries in Annex B.
- It is recommended that EPAOs develop the multiple choice test questions, in consultation with representative employers.
- EPAOs must ensure the knowledge test is available for apprentices within their one-month EPA time period.
- EPAOs must develop and maintain a multiple choice test question bank of sufficient size to mitigate predictability.
- Multiple choice test questions must be set so that a pass will represent competence in the KSBs; with and a distinction' representing a deeper understanding of the KSBs.
- EPAOs must ensure that apprentices have a different set of questions in the case of re-sits/re-takes.
- EPAO must take responsibility for safe handling of the multiple choice test papers, answer keys and associated control documentation.
- EPAOs must develop and implement support tools for apprentices and their employers e.g. guidance and mock test papers.

Observation with questioning

Requirements:

- Apprentices must be observed with questioning by an independent assessor, to assess the KSBs as shown in Annex A.

- Independent assessors should utilise and refer to the apprentice’s log book to assist with the planning of the observation i.e. tailoring questions to reflect workplace processes.
- Independent assessors must grade the observation with questioning using the grading criteria in Annex B.
- Independent assessors must directly observe apprentices on a one-to-one basis, this will usually occur in the apprentice’s normal work place; simulated work environments are not allowed.
- Following the observation, independent assessors must question apprentices on a one-to-one basis, face-to-face, away from the work line and in a controlled environment i.e. quiet space free from distraction and influence. Questioning must not take place on the work-line due to health & safety considerations.
- The observation element must take a minimum of 1 hour 20 minutes and a maximum of 1 hour 30 minutes with the questioning element taking a minimum of 25 and a maximum of 30 minutes.
- The apprentice must be directly observed undertaking 4 key stages of the abattoir operation, in relation to meat species processed by the abattoir, with one from group A and 3 from group B from the table below:

Beef	Lamb	Pork
Group A:	Group A:	Group A:
▪ Lairage and traceability documentation	▪ Lairage and traceability documentation	▪ Lairage and traceability documentation
▪ Restraining	▪ Restraining	▪ Restraining
▪ Stunning and Sticking	▪ Stunning and Sticking	▪ Stunning and Sticking
▪ Shackling		▪ Shackling
Group B:	Group B:	Group B:
▪ Legging	▪ Fronting	▪ Hair removal
▪ Flanking	▪ Flanking and hide removal	▪ Evisceration
▪ Hide Removal	▪ Evisceration	▪ Splitting
▪ Evisceration	▪ Splitting	▪ Trimming
▪ Splitting		

- Independent assessors must inform the apprentice and their employer what will be directly observed, at least 5 days prior to the observation with questioning assessment taking place.
- The direct observation period may be split into different sessions, to take account of working requirements, working time regulations and to allow the apprentice to move from one location to another.
- It is expected that the observation with questioning will be completed on a single day however, this is not a requirement.

- Independent assessors must ask apprentices 12-15 open questions, covering underpinning knowledge related to stages observed and KSBs related to stages that have not been observed. Follow up questions are allowed to seek clarification. Independent assessors should refer to the apprentice’s logbook to assist with the planning and preparation of their questions. Apprentices must refer to evidence contained in their log book when answering questions relating to processes not directly observed.
- EPOAs should produce sample questions for independent assessors.
- It is recommended that sample questions are developed in consultation with representative employers.
- EPAOs must develop and maintain a sample question bank of sufficient size to mitigate predictability, with a minimum of 4 question sets, which must be refreshed as a minimum on an annual basis.
- Independent assessors must tailor sample questions, to the apprentice’s workplace based on a review of the apprentice’s log book and what they have directly observed.
- Independent assessors must produce a record of the questions that are posed and the responses given by the apprentice, for quality assurance processes. Ideally, this will be in the form of a digital recording, although written responses may be used.

EPA Grading

Performance in the EPA will determine the apprenticeship grade of fail, pass or distinction.

Independent assessors must individually grade each assessment method – fail, pass or distinction, according to the requirements set out in this plan. Restrictions on grading apply where apprentices re-sit/re-take an assessment method – see re-sit/re-take section below.

The EPAO must combine the grades of both assessment methods to determine the EPA grade. To achieve an EPA/apprenticeship pass, apprentices must achieve a pass or distinction in both assessment methods. To achieve a EPA/apprenticeship distinction, apprentices must achieve a distinction in both assessment methods. See grading combinations table below.

Independent assessors’ decisions must be subject to moderation by the EPAO – see internal quality assurance section below. Decisions must not be confirmed until after moderation.

Multiple-choice test grade	Observation with questioning grade	EPA grade
Fail	Fail	Fail
Pass	Fail	Fail
Fail	Pass	Fail
Distinction	Fail	Fail
Fail	Distinction	Fail

Pass	Pass	Pass
Distinction	Pass	Pass
Pass	Distinction	Pass
Distinction	Distinction	Distinction

Diagram 2. EPA Grading Combinations

EPAOs should provide feedback to unsuccessful apprentices to help them prepare for a re-sit/re-take.

Re-sit/Re-take information

Apprentices who fail one or more EPA method will be offered the opportunity to take a 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 distinction.

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.

An individual EPA method re-sit/re-take must be taken within 2-months of the original assessment, 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 complete a different multiple-choice test and/or observation with questioning when taking a re-sit/re-take.

End Point Assessment Organisations

Employers must choose an EPAO approved to deliver the EPA for the abattoir worker (red meat) apprenticeship from the Education & Skills Funding Agency’s (ESFA’s) Register of End Point Assessment Organisations (RoEPAO).

Independent Assessors

EPAOs must appoint independent assessors to conduct the EPA.

Independent assessors must:

- be independent of the apprentice, their employer and training provider i.e. there must be no conflict of interest
- have received training from their EPAO related to the requirements of the apprenticeship standard, assessment methods and the grading criteria
- hold a recognised current workplace assessment qualification or be working towards one e.g. A1, which must be updated as new qualifications are released

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- have occupational expertise and knowledge of abattoir worker (red meat), which has been gained through ‘hands on’ experience in the industry, with a minimum of 5 years working as a supervisor/team leader level or higher; and employed in an active role within the industry or at least employed within the industry no longer than 3 years’ ago
- complete a minimum 3-days of continuing professional development (CPD) activity per year; with a minimum of 2 days relating to the abattoir industry best practice and a minimum of 1 day relating to assessment best practice

EPAOs should ensure sufficient geographical coverage across England, with independent assessors who can conduct observation and questioning within employers’ own premises. EPAOs must ensure the workplace environment used for conducting the observation and questioning, and multiple choice test if applicable is appropriate and in line with the requirements set out in this plan.

Assessment Tools & Materials

EPAOs must produce assessment tools and supporting materials for the EPA that follow best assessment practice, as follows:

- a multiple choice test question bank
- sample questions for observation and questioning; EPAOs must develop and offer observations with questioning that cater for different red meat species in abattoir environments
- documentation for recording assessment evidence and decisions
- guidance for independent assessors on conducting the EPA
- support materials for apprentices and their employers to help with EPA preparations e.g. guidance and mock multiple choice test papers

Employers must ensure the necessary exposure to rooms, working areas and equipment for the observation and question, and ensure that requisite livestock is purchased and available.

Internal Quality Assurance

Internal quality assurance refers to the requirements that EPAOs must have in place to ensure consistent (reliable) and accurate (valid) assessment decisions. EPAOs for this apprenticeship standard must undertake the following:

- appoint independent assessors that meet the requirements as detailed in this plan
- produce assessment tools and supporting materials for the EPA that follow best assessment practice
- provide training for independent assessors in terms of good assessment practice, operating the assessment tools and grading
- have quality assurance systems and procedures that support fair, reliable and consistent assessment across organisation and over time
- operate regular standardisation events that enable assessors to attend a minimum of 2 events per year

- operate moderation of assessment activity and decisions, through examination of documentation and observation of activity, with a minimum of 20% of each independent assessors' assessments moderated

External Quality Assurance

External quality assurance arrangements will ensure that EPAOs delivering EPA for this apprenticeship standard operate consistently and in line with this plan.

The Institute of Meat (IoM), a **professional body**, will carry out the function of external quality assurance of the abattoir worker (red meat) EPA.

Implementation

Affordability

Cost has been minimised by observation and questioning taking place in the apprentice's workplace – minimising the apprentice's time away from work duties and use of naturally occurring resources, plus the ability to use on-line testing for the multiple choice test.

Volumes

It is anticipated that there will be 50 starts in year one, increasing to a 100 per year once established.

Annex A – Knowledge, Skills and Behaviours to be assessed by each assessment method

		Column A	Column B
Ref	Knowledge	Multiple Choice Test	Observation with Questioning
K1	The historical development of the red meat slaughter industry leading up to the modern day and the key business principles that sustain abattoir businesses and make them successful.	✓	
K2	The process and procedure for receiving animals into, and their movement around, the lairage facility. Regulatory and official documentation including Electronic Identification (EID) required for traceability requirements within food chain information.	✓	
K3	The importance regarding animal welfare and stress prevention during the period animals are held prior to slaughter: watering, penning, moving, handling and, where required, bedding/feeding	✓	
K4	The function and roles carried out by lairage, supervisor and enforcement personnel: including the company's animal welfare officer (AWO), official veterinarian (OV) and meat hygiene inspectors (MHI). In addition, the management of regulatory control applicable to workers in the specified roles identified within the regulated and WATOK legislated operation.	✓	
K5	The process and function in the slaughter process of penning/restraint: stunning, shackling, hoisting, bleeding and safe use of relevant equipment/machinery.		✓
K6	The requirements for safe, efficient and hygienic practices in the bleeding of animals, religious slaughter as practised by halal and kosher religious groups.	✓	
K7	The importance for efficient and correct use of machinery such as hide puller in the processes of hygienic flaying/depilation (de-hairing) and in the dressing activity.		✓
K8	The importance of and how to ensure accurate cutting and incision lines in the evisceration process and the need to minimise and control potential high risk contamination areas.		✓
K9	The designated location and value of the animal by-product and offal removed during the dressing process, alongside knowledge and use of red and green offal including by product categorisation and the legislative requirement for Specified Risk Material (SRM).	✓	
K10	The regulatory food safety and hygiene systems within the food chain applicable to and embedded in abattoir operations, and the need for all employees to be trained in the production of wholesome quality meat.	✓	
K11	Employment rights and responsibilities: equality and diversity, team working practices and the importance of continuous personal development.	✓	

		Column A	Column B
Ref	Skills	Multiple Choice Test	Observation with Questioning
PS1	Take responsibility for their own and others' health and safety in the work area, including personal protective equipment (PPE) hygiene and safety.		✓
PS2	Demonstrate basic safe and hygienic operational and maintenance practices with machinery and equipment such as cleaning, sharpening, lubrication.		✓
PS3	Carry out lairage in accordance with standard operating procedures (SOPs) by demonstrating techniques and skills in animal welfare, handling and movement.		✓
PS4	Fulfil the requirement for accurate recording of essential information impacting on animal welfare or potential meat production quality issues.		✓
PS5	Carry out the process of stunning, shackling and bleeding using skills and procedures that have regard for animal welfare, safety and hygienic practice.		✓
PS6	Carry out the dressing process (flaying/skinning/scalding) using skills to avoid tears and cut damage to subcutaneous tissue and avoiding visual carcass contamination.		✓
PS7	Carry out the process of evisceration by removing green and red offal in sequence using skills and practices that avoid where possible contamination of carcass/offal's including carcass splitting where appropriate.		✓
PS8	Contribute to problem solving and the continuous improvement of abattoir operations.	✓	

		Column A	Column B
Ref	Behaviours	Multiple Choice Test	Observation with questioning
B1	Display empathy and understanding in respect of welfare and the humane treatment of animals in the abattoir.		✓
B2	Be punctual, disciplined, diligent and respectful towards customers and colleagues at all times.		✓
B3	Apply attention to detail, carrying out duties in a diligent way and taking account of efficiencies and understanding how they support the profitability of the business.		✓
B4	Communicate effectively and work in a team and individually as required in a busy high-risk environment with pre-determined deadlines and productivity targets.		✓

Annex B: Grading criteria and descriptors:

The following table shows the criteria used to determine the individual grades for each EPA assessment method.

Grading boundaries for the multiple choice test		
Fail	Pass	Distinction
Apprentice scores: 0 - 29	Apprentice scores: 30 - 44	Apprentice scores: 45 – 60

Grading criteria for the observation with questioning		
Fail	Pass	Distinction
<p>Apprentice demonstrates one or more of the following:</p> <p>Does not complete tasks and/or explain task completion in accordance with their company's standard operating procedures (SOPs)/below the level outlined in the standard. (K5, K8, PS1, PS3, PS4, PS5, PS6, PS7, B2, B3)</p> <p>Does not demonstrate and/or explain safe and hygienic operational and maintenance practices with machinery and equipment such as cleaning, sharpening, lubrication. (K7, PS2)</p> <p>Does not display empathy and understanding in respect of welfare and the humane treatment of animals in the abattoir. (B1)</p> <p>Does not show respect towards customers/colleagues at all times. (B2)</p> <p>Can't explain how they contribute to the business. (B3)</p>	<p>Apprentice demonstrates all of the following:</p> <p>Completes tasks and/or explains task completion in accordance with their company's standard operating procedures; in doing works at or above the level outlined in the standard and complies with task requirements, health and safety, recording requirements, and timescale/tolerance requirements. (K5, K8, PS1, PS3, PS4, PS5, PS6, PS7, B2, B3)</p> <p>Demonstrates and/or explains safe and hygienic operational and maintenance practices with machinery and equipment, such as cleaning, sharpening, lubrication. (K7, PS2)</p> <p>Displays empathy and understanding in respect of welfare besides the humane treatment of animals in the abattoir. (B1)</p>	<p>In addition, building on the pass criteria, apprentice demonstrates all of the following:</p> <p>Completes directly observed tasks within the top 25% quartile of SOP/employer tolerances in respect of speed and/or accuracy; meaning tasks are completed in the most efficient order without the need to re-do work, with no/minimal waste and no errors. (K5, K8, PS1, PS3, PS4, PS5, PS6, PS7, B2, B3)</p> <p>Demonstrates a capability to assist colleagues and/or use their own initiative to solve work related problems. (B3/4)</p> <p>Explains the implications of not completing tasks in line with SOPS/legislation. (B3)</p>

<p>Does not provide information to colleagues as required. (B4)</p> <p>Carries out work with no regard for individuals and groups of colleagues and in a way that has a detrimental effect on the achievement of work tasks. (B4)</p>	<p>Respectful towards customers/colleagues at all times. (B2)</p> <p>Explains how they contribute to the business. (B3)</p> <p>Provides information to colleagues as required, in a way that can be understood. (B4)</p> <p>Works with colleagues in a way that assures tasks are completed efficiently and safely as required. (B4)</p>	
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