

Advanced Butcher End Point Assessment (EPA)

What is the Advanced Butcher EPA?

The Advanced Butcher EPA is a compulsory component of the Advanced Butcher apprenticeship. It is used to confirm that your apprentice has achieved the knowledge, skills and behaviours (KSB's) required by the Advanced Butcher Standard. Advanced Butcher is a 'core and options' standard. This means in the EPA the apprentice will be tested against the core KSB's and also the knowledge and skills from their chosen option: Retail butchery, process butchery, or in-store butchery. As the EPA determines whether an apprentice has successfully acquired the KSB's during their apprenticeship, it is important to apply for their EPA only when they are deemed fully competent and *ready*.

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

The Training programme

- This 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, process or in-store pathway.

Mandatory Requirements

- Level 3 Award in Food Safety Supervision - Qualification no 600/4215/1
- Level 3 Award in Hazard Analysis and Critical Control Points (HACCP) for Food – Qualification no 600/1723/5
- Level 3 Award in Health and Safety in the Food Chain Supply Business – Qualification no 601/2954/2
- Completed Portfolio of Evidence
- Level 2 English
- Level 2 Maths

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.

The 'Gateway' to End Point Assessment

The gateway is a vital final review and sign off period, which happens once the apprentice has successfully completed *all* the mandatory elements of the apprenticeship. Then, provided all

agree on the apprentice's readiness for EPA, the employer, training provider and apprentice sign the Gateway EPA Declaration. The training provider then applies for EPA via FDQ's online application system. The application must include a completed portfolio of evidence (containing 10-12 pieces of evidence as a minimum). This will be reviewed by an independent examiner and assuming it contains all the right information the apprentice can move to the next stage.

The EPA itself

The end-point assessment must be completed within a 12 week window, once the apprentice has satisfied all the gateway requirements. It consists of three distinct assessment methods which must be completed in order: knowledge test, workplace observation with questions, and interview, underpinned by the apprentice's portfolio. The assessments will usually happen on the same day. FDQ will visit the site prior to EPA and our independent examiner will outline what happens on EPA day and be available to answer any questions. They will also inspect the site to enable them to plan the EPA with minimal disruption to normal business operations.

1. Knowledge Test

The knowledge test assesses the underpinning knowledge and understanding and comprises 30 multiple choice questions and 5 short answer questions. The test will be undertaken under controlled conditions within a 90 minute time limit. It will test understanding across a range of core areas including:

The management of food safety & hygiene practices including cleaning & disinfection arrangements	The implementation of health and safety policy and application within the business or function. Equality and diversity regulations and good practice
The principles and comparisons involved in the science of various meat and poultry species and effects on the selection, cutting and production process	The principles of animal welfare, selection, procurement and purchasing processes & the influence that provenance may contribute in the farm to fork supply chain for various red and white meat
The origins and nature of animal organs and tissues specified as Offal which is intended for sale to the customer /consumer in accordance with purchasing specifications and trade description requirement and Law	Cold and hot meat curing and smoking techniques

Merchandising, labelling,
food allergen awareness and
wider food store products

2. Workplace Observation with Questions

Following a pre-assessment visit, the employer, training provider and FDQ will evaluate the normal working environment and agree a planned workplace observation to demonstrate the apprentice's duties and activities. The apprentice will usually be assessed on a one-to one basis; though an independent examiner may assess up to three apprentices at one time. The independent assessor may ask questions during/after the workplace observation, based on what has been observed. Sample questions will be provided by FDQ. The observation will last for two hours, during which time apprentices must complete the tasks detailed below, according to their specific pathway:

Retail	Process	In-store
<ul style="list-style-type: none"> Receiving and storing butchery goods 	<ul style="list-style-type: none"> Cutting and boning carcasses 	<ul style="list-style-type: none"> Receiving and storing butchery goods
<ul style="list-style-type: none"> Setting up the shop 	<ul style="list-style-type: none"> Working hygienically 	<ul style="list-style-type: none"> Making primal cuts to company specification
<ul style="list-style-type: none"> Cutting meat to company specifications to maximise yield 	<ul style="list-style-type: none"> Checking product quality 	<ul style="list-style-type: none"> Setting up the shop
<ul style="list-style-type: none"> Producing Value Added meat products for retail sale 	<ul style="list-style-type: none"> Butchering meat to specification 	<ul style="list-style-type: none"> Monitoring and complying with food safety
<ul style="list-style-type: none"> Supervising staff 	<ul style="list-style-type: none"> Monitoring the chill chain requirements during processing 	<ul style="list-style-type: none"> Creating innovative retail displays
<ul style="list-style-type: none"> Dealing with retail customers 	<ul style="list-style-type: none"> Monitoring the work of the butchery team to ensure it meets specification requirements 	<ul style="list-style-type: none"> Dealing with in-store customers
<ul style="list-style-type: none"> Creating innovative retail displays 	<ul style="list-style-type: none"> Minimising waste to achieve waste targets 	<ul style="list-style-type: none"> Monitoring the chill chain requirements during in-store operations
<ul style="list-style-type: none"> Adhering to food safety and hygiene legislation and regulations 	<ul style="list-style-type: none"> Controlling and managing production plans 	<ul style="list-style-type: none"> Adhering to food safety and hygiene legislation and regulations

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The practical observation and question session will be marked and scored using robust methods of assessment. FDQ will provide a range of sample materials and specifications for employers and providers that will assist preparations for the apprentices.

3. Interview

The interview between the independent examiner and apprentice will take place in a quiet, controlled environment and will last for at least 40 minutes. Following consent with the apprentice it will be recorded for quality control purposes. The examiner will ask 12 competence-based questions from the EPAO's question bank and the apprentice should refer to evidence within their portfolio when answering.

As part of the advance planning process FDQ will ensure the employer and apprentice has access to a question bank for preparation purposes and supply guidance on the interview process.

The observation and interview will also cover the CORE activities:



Core Skills	Core Knowledge	Behaviours
<ul style="list-style-type: none"> Demonstrate full awareness and take responsibility for food safety, Hazard Analysis and Critical Control Points (HACCP) and health and safety practices within their respective butchery functions and/or retailing environments Demonstrate technical abilities, support others in the use of knives, hand saws, cleavers, banding needles and other relevant 	<ul style="list-style-type: none"> The end-to-end process for primal butchery in the meat business that starts from carcass selection, sides, or quarters, moving to separation from carcass & yield controls The principles and variations involved in the chilling, maturation, handling and storage of red and white meat as it goes through cutting and/or processing The standard operating procedures for grading meat, stock handling, 	<ul style="list-style-type: none"> Take personal operational responsibility for health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment Be punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times Be able to plan and organise self and others in the butchery area of responsibility Cultivate and maintain productive relationships

<p>hand tools used in the process of primal cutting, boning, slicing, dicing, rolling, trimming and filleting as applicable to the butchery business</p> <ul style="list-style-type: none"> • Produce/contribute to making of company recipe sausages/pies and/or develop new meat products made to the specifications of local markets and/or customer requests • Take responsibility for the cold storage and cutting environment including temperature control, staff supervision, safety, hanging, handling and storage of meat • Communicate effectively in a variety of ways with internal colleagues and with customers. This will involve compilation of reports, presentations to staff/customers and competent use of Information and communications technology (ICT) systems • Monitor and respond to the sales environment suggesting new and improved products for development and using initiative to prevent or solve problems as they may occur • Supervise the sales environment, organising self and others to ensure deadlines are met including cash, stock and financial administration of the business or area of responsibility 	<p>cold storage, temperature controls and maturation</p> <ul style="list-style-type: none"> • How to respond to the various needs of customers from across communities, religions and dietary requirements and develop new plated and/or oven ready products and pastries • Management techniques including delegation, team building, mentoring, interviewing, appraisal and performance of self and team members as required • Sales practices including wholesale distribution and meat procurement 	<p>with internal colleagues and external customers</p> <ul style="list-style-type: none"> • Keeping self and team/colleagues up to date with brand developments. • Take pride in new products actively promoting these with colleagues and customers • Leading by example in terms of meeting targets, solving problems, managing pressure and attaining the quality assurance expectations of the business • Take responsibility for personal continuous professional development (CPD)
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How can I help prepare my apprentice for their EPA?

The FDQ Advanced Butcher Employer and Training Provider Guide to EPA will explain the assessments in greater detail and is a 'must read.' The guide will specify the EPA requirements offering tips and advice on activities that will best prepare the apprentices to undertake their assessments.

The guide should be used in the months leading up to the appointed EPA day. It will also include a helpful self-assessment checklist to identify any remaining gaps in knowledge or skills and enable these to be rectified prior to applying for EPA from FDQ.

What will my apprentice need to bring with them for their EPA?

They will need to bring:

- their photo identification document (ID)
- personal protective equipment

Who will mark the assessments?

A trained and experienced butcher will be appointed by FDQ as the independent examiner with responsibility to carry out the assessments. The independent examiner then submits their initial graded judgement to FDQ for final moderation. Results will be published through FDQ's online centre management system. This process can take up to 8 weeks, but we try to issue the results sooner where possible.

What are the grading criteria?

There are three possible grades: Fail, Pass or Distinction. Apprentices receive a grade for each assessment and an overall grade for their apprenticeship. If the apprentice doesn't achieve a pass as a minimum in any part of the EPA and it has to be re-taken they cannot be awarded a distinction.

What happens if my apprentice fails their EPA?

Apprentices who *fail* one or more of their assessments will be able offered the chance to re-sit the individual assessment or the whole EPA. Where the apprentice has failed the whole EPA, then further learning is needed before a re-take is possible. An individual assessment method must be re-sat within twelve weeks of the original assessment, otherwise the whole EPA must be re-taken.

The maximum grade awarded to a re-sit/re-take is a pass.

Professional recognition

Apprentices who successfully complete the apprenticeship standard may register as Members of the Institute of Meat.

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. FDQ's maximum charge for an advanced butcher end-point assessment will be between 15-20% of the £12,000 maximum funding rate allocated to the Advanced Butcher Standard. Providers using the FDQ EPA Service will receive access to question banks plus other support materials free of charge to help prepare apprentices for EPA. What's more, the fee also includes a pre-EPA visit from the independent examiner to ensure the apprentice, employer and provider are completely clear about the EPA and what is required. The visit normally takes place 3 to 4 weeks ahead of the event so that time is available to prepare effectively.

For contracting purposes, FDQ as the approved EPAO is required to act on behalf of the employer. The agreement and transaction of monies however is between the training provider, who is procuring the services, and FDQ who is supplying the EPA.

How are EPA fees calculated?

Your apprentices EPA will be priced taking into account variables such as:

- location – how far the independent examiner needs to travel to the apprentice's workplace and external EPA centre.
- number of apprentices being assessed – where several apprentices can be assessed in one place on the same day, discounts will apply

This is to ensure FDQ can price the assessment fairly and provide the best value for money.

Each EPA is priced individually, so for a detailed quote please call us on 0113 3970 395 or email EPA@fdq.org.uk

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

To view the Advanced Butcher assessment plan in full, click [here](#)