



Level 2 Baker Apprenticeship Standard End Point Assessment (EPA)

What is the Bakery EPA?

The EPA is a compulsory component of the Level 2 Baker 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 bakery 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 craft, in-store or automated baker pathway.

Mandatory Qualifications

- Level 2 Diploma in Bakery – Qualification no 603/2879/4
- Level 1 English
- Level 1 Maths

Apprentices must also have *attempted* Level 2 English and Maths prior to EPA but are not required to have achieved success at this level. For those with an education, health and care plan or a legacy statement the minimum requirement for English and Maths is Entry Level 3. British Sign Language qualification is an alternative to English qualifications for those whom this is their primary language.

The EPA itself

There are two parts to the EPA:

The Gateway this is a vital final review period, which happens once all the mandatory elements of the apprenticeship are successfully completed. Then, provided all agree the apprentice is ready, the employer, training provider and apprentice sign the Gateway EPA Declaration. The training provider then applies for EPA via FDQ's online system.

EPA tests – The end-point assessment will take place over the course of two days and include **three distinct components**, suited to their particular work environment, craft, in-store or automated bakery:

1. Written Knowledge Test (WKT) – Multiple Choice

The WKT assesses the underpinning knowledge and understanding and comprises 60 multiple choice questions (MCQs). The WKT will be undertaken under controlled conditions within a 90-minute time limit. The WKT will test understanding across a range of areas including:

<ul style="list-style-type: none"> • Methods/processes used in bakery both by hand & using equip, inc: weighing, mixing, proving, dividing, shaping, scaling, blocking, baking, cooling & finishing for a range of bakery products. 	<ul style="list-style-type: none"> • How to use different types of equipment, inc: mixers and ovens & how to use problem solving skills to find root cause of faults. 	<ul style="list-style-type: none"> • Ingredients used in bakery: how to store, handle & transport the main ingredients used in baking such as flour, yeast, salt, sugar, fats, improvers, water, eggs.
<ul style="list-style-type: none"> • Principles of ingredients, inc: origins, properties, purposes and uses, grades and quality and how they interact. 	<ul style="list-style-type: none"> • Principles of making dough, inc: changes in physical properties during processing, types of dough for different products. 	<ul style="list-style-type: none"> • The importance of minimising waste and maximising product yield and profit, including pricing and costing.
<ul style="list-style-type: none"> • How to deal with waste products and the importance of recycling to a bakery business. 	<ul style="list-style-type: none"> • Legislation & regs in the food industry, inc: H&S, food safety, allergens, hygiene, cleaning, labelling & environmental. 	<ul style="list-style-type: none"> • How to fry off products and use hotplates.

The apprentice must score 40-50 to pass and can achieve merit with a score of 51-55. Those scoring 56-60 will achieve a distinction grade in the WKT.

2. Assessment Centre Observation (ACO)

The practical skills assessment will be conducted in one of FDQs regionally based assessment centres. Each centre will provide a realistic bakery environment with associated facilities. On the day, the apprentices will be observed and assessed against a range of core skills from the apprenticeship standard. The observation will be undertaken over a maximum period of one day

(7 hours). An FDQ qualified independent examiner will assess the apprentice’s competence at undertaking the following core skills:

All apprentices must be able to:	<ul style="list-style-type: none"> Produce a loaf by hand with no mechanical aids – using only flour, salt, water and yeast
In addition, and without prior notice, apprentices must be able to complete one of the following three tasks	
A, b or c task will be required	<ul style="list-style-type: none"> Produce a cake/sponge to specification, using mechanical processes Produce a pastry product to specification, using manual or mechanical process including sweet or savoury Produce an enriched dough to specification, using manual or mechanical process

The apprentice will also be assessed against the following core skill from within the standard:

- Finish bakery products to specification

FDQ will ensure the necessary ingredients, materials and utensils are available to meet the task criteria. We will be working with some of the best equipped assessment centres in the UK to ensure apprentices are fully able to demonstrate their skills.

The apprentice must score 20–30 to pass, 31-36 for a merit or 37-40 for a distinction grade in the PSA.

3. Workplace Observation and Interview (WOI) – Max 8 hours - on the job

The workplace observation and interview is the final element of the bakery EPA and is designed to enable the apprentice to demonstrate they possess the knowledge, skills and behaviours required by the standard in a real-life environment. The assessment involves the apprentice undertaking a range of process tasks over one or more sessions.

The observation and interview will cover the ‘pathway specific’ activities:

Craft	In Store	Automated
Duration: 6-8 hours	Duration: Up to 4 hours	Duration: up to 4 hours
<ul style="list-style-type: none"> Produce individual dough based bread products Produce individual confectionery products Hand deposit, pipe and sheet 	<ul style="list-style-type: none"> Provide excellent service to meet requirements of customers in store Check, rotate and replenish stock in the bakery area of the store 	<ul style="list-style-type: none"> Produce a range of bakery goods in an automated bakery as relevant to the environment for which an individual is working

<ul style="list-style-type: none"> Produce and finish cakes by hand 	<ul style="list-style-type: none"> Process part-bake goods ready for sale Finish a range of products ready for sale 	<ul style="list-style-type: none"> Use problem-solving skills to find root cause of faults
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The observation and interview will also cover the CORE activities:



Core Skills	Core Knowledge	Behaviours
<ul style="list-style-type: none"> Use knives, equipment and machinery. Comply with legislation, regulations and organisational requirements for health and safety, food safety & hygiene. Source, handle & store ingredients and finished goods. Maintain quality by carrying out product sampling & testing against organisational & customer specifications 	<ul style="list-style-type: none"> How to use different types of equipment, including mixers and ovens How to use knives safely including correct use and application How to deal with waste products and the importance of recycling to a bakery business 	<ul style="list-style-type: none"> Safe Working: ensures safety of self & others, food safe, addresses safety issues & concerns Ownership of work: accepts responsibility & is proactive Pride in work: integrity, aims for excellence, punctual & reliable Self-development: seeks learning & development opportunities Integrity & respect: for all colleagues Working in a team: builds good relationships with others Problem-solving: participates in problem-solving Responsiveness to change: flexibility to changing working environment and demands Company/industry perspective: <ul style="list-style-type: none"> desire to learn about the company and food industry, acts as an ambassador Effective Communication: with others, listens effectively, receives feedback

The interview

This follows the observation and questioning session and will cover **any** skills, knowledge and behaviours not covered during the observation and questioning by the examiner. It will be conducted in a quiet room and will be no more than 45-minutes duration.

FDQ will produce a structured brief and question bank for our independent examiners, who are trained to conduct the interview and reach consistent judgements.

The workplace observation and interview will result in a pass, fail, merit or distinction grade.

How can I help prepare my apprentice for their EPA?

The FDQ Level 2 Baker 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)
- their own tools and personal protective equipment (PPE)

Who will mark the assessments?

A trained FDQ Independent Bakery Examiner (IBE) will carry out the assessments. IBE's, who are qualified bakers by trade, then submit their judgements to FDQ and after 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 four possible grades: Fail, Pass, Merit or Distinction. Apprentices receive a grade for each assessment and an overall grade for their apprenticeship.

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.

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 a Bakery EPA is 15-20% of the £9000 total funding. Providers using the FDQ Bakery EPA Service will also receive support materials including the FDQ Level 2 Baker Employer and Training Provider Guide to EPA, access to question banks and other support materials to help prepare their apprentice for end-point assessment. What's more the fee 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 are supplying the EPA.

What are the fees for an EPA?

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 fdq@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