



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

Note: Apprentices without level 2 English and mathematics will need to achieve level 1 and take the tests for level 2, prior to taking the EPA. 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 EPA itself

There are two parts to the EPA:

1. **The Gateway** this is a vital 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 End-point Assessment Declaration. The training provider can then apply for EPA via FDQ's online system.
2. **EPA tests** – the apprentice will complete a series of three assessments on their EPA day, each suited to their particular work environment, Retail, Process or In-Store.

Butchery end point assessment tests	
Theory of Butchery Knowledge	<p>A multiple choice test of 60 questions.</p> <p>90 minutes is allowed for the test, which takes place under exam conditions and is invigilated by the independent examiner (IE). Apprentices are not allowed to take any resources into the examination.</p> <p>This assessment is worth 25% of the final apprenticeship and grade.</p>
Butchery Practical Skills test	<p>Candidates are required to perform an everyday practical task, as might be required in their specific working environment.</p> <p>60 minutes is allowed for the test, which is taken under exam conditions. The examiner may ask questions during the test.</p> <p>This test is worth 55% of the final apprenticeship and grade.</p>
Vocational Competence Discussion	<p>This takes place after the apprentice has completed the theory and practical tests. Via a 30 minute vocational discussion the IE will assess the apprentices understanding of the knowledge and behaviours required in the industry. The IE will use evidence from the logbook to guide questioning.</p> <p>This assessment is worth 20% of the final apprenticeship and grade.</p>

How can I help prepare my apprentice for their EPA?

The FDQ Employer and Training Provider Guide to EPA is a 'must read', 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 FDQ appointed Independent Examiner 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
- their own tools and personal protective equipment (PPE) **if** they want to use them for the practical test

Who will mark the assessments?

A trained FDQ Independent Examiner will both review the apprentice's logbook and carry out assessments on the day. IA'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 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 and Pass with Excellence. Apprentices receive a grade for each individual assessment and an overall grade for their apprenticeship.

What happens if my apprentice fails their EPA?

If an apprentice fails all or part of their EPA they will have the opportunity to re-sit an assessment or re-take the whole EPA. A re-sit does not always require a period of further learning, but a re-take does. Re-sits must be taken within 6 months of the original EPA, otherwise the apprentice must re-take the entire EPA. The maximum grade which can be achieved at a re-sit /re-take is a pass.

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

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 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 Butchery EPA is 15-20% of the £9000 total funding. This applies when an external location needs to be arranged and meat purchased for the skills test. If the employer's premises are suitable for EPA and meat can be supplied, a discount of up to 25% will apply. Providers using the FDQ Butchery EPA Service will also receive the FDQ Level 2 Butcher Employer and Training Provider Guide to EPA in addition to access to question banks and other support materials. 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 testing day 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.

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