

Advanced Butcher (Process) Guide to EPA



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Document History

This document replaces all previous versions. The Guide to EPA is subject to regular revision and is maintained and version controlled electronically.

Previous changes were recorded separately and are held by the Quality and Operational Assurance Director.

Date	Change
29/06/2021	Guidance around types of evidence to include in the portfolio. Requirement to sign authenticity declaration for portfolio evidence, to be found within gateway declaration document.
07/12/2021	Clarification of the distinction grading criteria for WO and INT
05/10/2022	CK5 and PS3 updated. JCQ Guidelines updated
12/02/2024	All guides redesigned and condensed down to suit apprentices, employers and training providers.



WHAT IS AN END-POINT ASSESSMENT?

The EPA is the final part of your apprenticeship. It is important so prepare well for it! It is designed to confirm you have the skills, knowledge and behaviours needed to become a qualified Butcher.

Getting ready for your EPA:

To enter gateway you will need to have the following requirements:

- Level 2 English and Maths
- Level 3 Award in Food Safety Supervision
- Level 3 Award in Hazard Analysis and Critical Control Points for Food
- Level 3 Award in Health and Safety in the Food Supply Chain Business
- Portfolio containing 10-12 pieces of evidence
- Gateway declaration completed and signed by the training provider, centre and apprentice.

Reasonable adjustments:

Your employer must inform FDQ if you need any reasonable adjustments for your EPA. For example, extra reading time or instructions in larger font. Make the request for adjustments when your employer requests your EPA test. FDQ is committed to provide equality throughout all our EPAs.

The FDQ Arrangements for reasonable adjustment policy can be found at www.fdq.org.uk

EPA Itinerary:

FDQ will send details of the date and time of your EPA to your employer and yourself. This will be sent by our operations team when they have confirmation from the relevant EPA manager. Apprentices have 12 weeks to complete their EPA once they have entered the FDQ gateway.

What happens after your EPA day?

FDQ will confirm the final results, including a grade for the EPA to your training provider. This takes around 21 working days from your final EPA date. If you pass your EPA, the Education and Skills Funding Agency (ESFA), on behalf of the Institute of Apprenticeships will send your Apprenticeship certificate to your employer. Your certificate should then be passed onto you!

What happens if you don't pass your EPA?

If you don't pass your EPA there is always an option to resit/retake. Please read page 34 for more information.

End-point Assessment Day:

What to expect on the day of your EPA

You should arrive at least 30 minutes prior to start time of your EPA. This will enable yourself to prepare for the practical observation assessment, allowing preparation time for Personal Protective Equipment (PPE) to be put on and for any required tools and equipment to be obtained. The Independent examiner will arrive and in preparation for the EPA day to commence.



	Component	Time allowed	Questions	Graded
1	Knowledge Test (online or paper-based)	90 minutes	30 multiple-choice questions and 5 short answer questions	Fail/Pass/ Pass with Distinction
2	Workplace Observation with Questioning	2 hours	8 open questions	Fail/Pass/ Pass with Distinction
3	Interview	40 minutes	12 open, competence-based questions	Fail/Pass/ Pass with Distinction

3.0 ABOUT THE EPA



Site visit from EPA Manager

This will be conducted by an EPA Manager to introduce the service and meet all parties involved. This includes the employer, training provider and the apprentice, to assess and agree readiness of the apprentice for EPA. The visit from the EPA Manager can be in person or remote. The visit will:

- Review the suitability of the venue for EPA and that minimum requirements are met. Wherever possible, the EPA will take place in the apprentice's workplace. However, if this is not possible, FDQ may agree to an alternative venue.
- Ensure that the apprentice is not disadvantaged in any way and is assessed in a fair, safe and robust environment.
- Agree a suitable date and time for the EPA and agree an outline of the day's events.
- Agree a suitable format for the Observation with questions to enable the apprentice to demonstrate the required activities, as well as a quiet area/room for conducting the Interview underpinned by portfolio.

Fees for the EPA:

FDQ is required to have a transactional agreement with the training provider for the EPA services that are commissioned for the apprentice. FDQ will act on behalf of the apprentice's employer and at the point of entering the gateway the EPA fee will be discussed and agreed with all parties. FDQ has a fees policy for all our standards.

When the apprentice has entered the gateway and the EPA date is set, FDQ will issue a contract & payment schedule to the training provider who will sign and return within 10 days. An invoice will normally be issued to the training provider prior to appointed date of the EPA with a 30-day payment expectation.

EPA Assessment Method	Key
Knowledge Test	KT
Workplace Observation	WO
Interview	I

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard Reference	Knowledge to be assessed	WO	KT	I
CK1	The management of food safety & hygiene practices including cleaning & disinfection arrangements		•	
CK2	CK2.i The implementation of health and safety policy and application within the business or function. CK2.ii equality and diversity regulations and good practice		•	
CK3	The principles and comparisons involved in the science of various meat and poultry species and effects on the selection, cutting and production process		•	
CK4	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		•	
CK5	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	•		
CK6	The principles and variations involved in the chilling, maturation, handling and storage of red and white meat as it goes through the cutting and/or processing	•		
CK7	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		•	

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WO	KT	I
CK8	The standard operating procedures for CK8i grading meat CK8ii stock handling, cold storage, temperature controls and maturation	•		
CK9	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			•
CK10	Cold and hot meat curing and smoking techniques		•	
CK11	Merchandising, labelling, food allergen awareness and wider food store products		•	
CK12	Management techniques including delegation, team building, mentoring, interviewing, appraisal and performance of self and team members as required			•
CK13	Sales practices including wholesale distribution and meat procurement			•

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WO	KT	I
CS1	Demonstrate full awareness and take responsibility for CS1i food safety, Hazard Analysis and Critical Control Points (HACCP) and CS1ii health and safety practices within their respective butchery functions and/or retailing environments	•		
CS2	CS2i Demonstrate technical abilities CS2ii Support others in the use of knives, hand saws, cleavers, banding needles and other relevant hand tools used in the process of primal cutting, boning, slicing, dicing, rolling, trimming and filleting as applicable to the butchery business	•		
CS3	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			•
CS4	Take responsibility for the cold storage and cutting environment including temperature control, staff supervision, safety, hanging, handling and storage of meat	•		
CS5	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			•
CS6	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			•

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WO	KT	I
CS7	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			•
BH1	Take personal operational responsibility for both health and food safety, apply safe working practices when using knives, hazardous tools and/or related equipment	•		
BH2	Be punctual, reliable, diligent and respectful towards customers, peers and colleagues at all times	•		
BH3	Be able to plan and organise self and others in the butchery area of responsibility	•		
BH4	Cultivate and maintain productive relationships with internal colleagues and external customers	•		
BH5	BH5i Keeping self and team/colleagues up to date with brand developments. BH5ii Take pride in new products actively promoting these with colleagues and customers			•
BH6	Leading by example in terms of meeting targets, solving problems, managing pressure and attaining the quality assurance expectations of the business			•
BH7	Take responsibility for personal continuous professional development (CPD)			•

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Specialist process skills	WO	KT	I
PS1	Understand and apply the legislative and regulatory requirements that apply for the safe, healthy and clean processing environment adhering to standard operating practices	•		
PS2	Demonstrate knife skills and precision cutting of at least one species of meat (applying to current environment), including technical understanding of muscle and primary carcass management	•		
PS3	Manage the production line team, ensuring customer orders are delivered in a timely and accurate fashion and within tolerances for size and weights	•		
PS4	Understand the sales, procurement and selection process within the processing business environment			•
PS5	Understand minimisation approaches to the management of meat, ensure staff and teams are adhering to business operating practices			•
PS6	Understand how to plan and manage production schedules and change over methods in the meat processing environment			•
PS7	Understand how to co-ordinate despatch and transport of orders in food operations			•
PS8	Be able to prepare effectively for audits and respond appropriately to findings, including the implementation of improvement actions across the area of responsibility			•

Knowledge Test (KT)

The test consists of: 30 multiple choice questions (MCQs) and 5 short answer questions (SAQs); there are 35 questions in total. Each MCQ is worth one mark and each SAQ is worth 4 marks. The apprentice will be given 90 minutes to complete the test, which will be carried out under FDQ's assessment conditions. The test will be taken online, or in exceptional circumstances as a paper-based test, this will be agreed with the employer/training provider at the initial meeting. If there are two or more apprentices attending the EPA day they may sit the test as a group which will take place under FDQ's examination conditions. FDQ recommends that if the apprentice completes the test within the 90 minute mandatory time that they read through their test paper to check the answers that they have given are correct. On completion of the test papers or devices will be collected, secured and marked at a later date. The test will be graded fail, pass or pass with distinction

Time

90 Minutes are allowed to complete this test.

Question Styles

30 multiple choice questions and 5 short answer questions.

Grade	MCQ	SAQ
Fail	Scored 17 or less	Scored 11 or less
Pass	Scored between 18 and 23	Scored between 12 and 15
Pass with Distinction	Scored between 24 and 30	Scored between 16 and 20

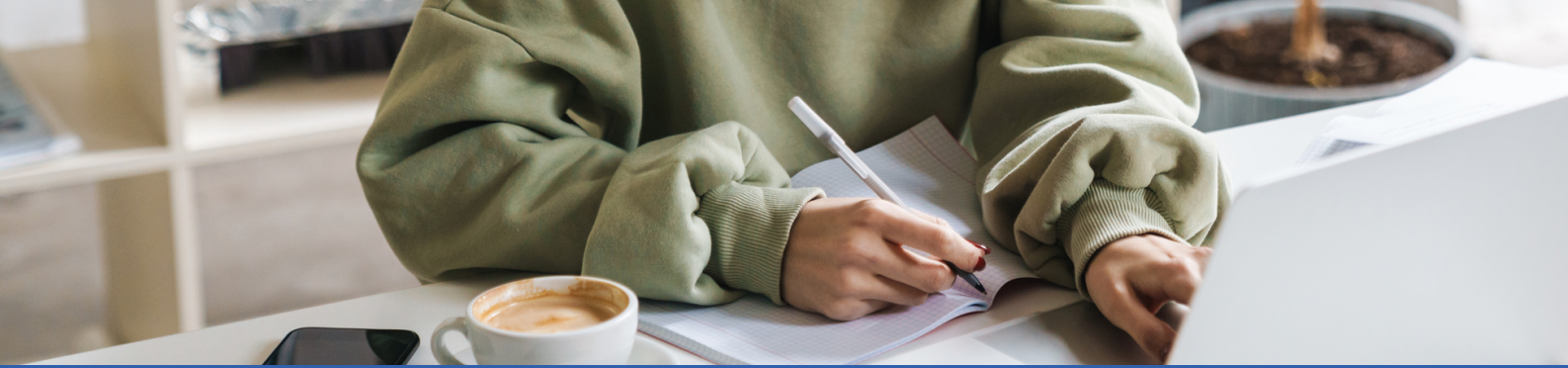


Sample Questions

Sample questions are available on FDQ awards. FDQ recommend for apprentices to undertake sample exams online however paper-based sample exams are also available.

KNOWLEDGE TEST (KT)





KNOWLEDGE TEST ASSESSMENT SPECIFICATION

Standard reference	Learning outcome	Range	No of MCQs	Total No of MCQs	No of SAQs	
CK1	The management of food safety & hygiene practices including cleaning & disinfection arrangements	1.1	Importance of food safety systems; roles and responsibilities for food safety management; food safety legislation; consequences of non-compliance; internal and external food safety audit procedures; methods of contamination control; traceability requirements.	1	3	1
		1.2	The applications of HACCP; the importance of CCPs in butchery; types of hazards and controls; HACCP approach to food safety; HACCP legislation; pre-requisites of HACCP	1		
		1.3	Setting cleaning and disinfection schedules; monitoring the effectiveness of cleaning and disinfection schedules; the importance of reporting hygiene deficiencies; consequences of poor hygiene practices.	1		

CK2i	The implementation of health & safety policy and application within the business or function	2.1	Roles and responsibilities involved in the implementation of health & safety; the consequences of not following procedures and SOPs	1	3	0
		2.2	Responsibilities of individuals for the application and effectiveness of health & safety	1		
		2.3	Importance of application of health & safety within a butchery business	1		
CK2ii	Equality and diversity regulations and good practice	3.1	Legislation; importance of company policies and procedures; protected characteristics; differences between equality and diversity; application of regulations to provide an inclusive work environment; recruitment process	1	1	0
CK3	The principles and comparisons involved in the science of various meat and poultry species and effects on the selection, cutting and production process	4.1	Factors to be considered during live animal selection; intended uses for selected products from various meat and poultry species; anatomical variations in meat and poultry species	1	5	1
		4.2	Chemical and physical factors that affect the conversion of muscle to meat; chemical factors that influence yields; impact of maturation processes on yields	1		
		4.3	Methods of carcass breakdown, meat preparation and processing techniques to include seam butchery and traditional cutting methods; recipe formulation, comminution, mixing, forming and extrusion, impact of geographical influences; purpose of cutting specifications	2		

		4.4	Effects of chilling on a carcass and its eating quality; factors affecting the tenderness of meat and poultry; specific post slaughter carcass temperatures; cold specifications	1		
CK4	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	5.1	Legislation and policies governing animal welfare; animal welfare factors that influence procurement decisions; impacts of poor animal welfare on carcass and meat product quality and yields	2	6	1
		5.2	Purchasing methods used in selection and procurement of live animals, carcasses, primal cuts and boneless products; carcass classification systems and factors; percentage yield, percentage profit and selling price calculations	2		
		5.3	Importance of traceability in the food industry; traceability systems used in meat production; benefits of approved systems; how traceability is carried out from farm to fork	1		
		5.4	Importance of provenance on the supply chain; customer provenance requirements; impact of customer demand on purchasing choices (eg. rare breed, organic, religious slaughter, exotic meats)	1		

CK7	The origins and nature of animal organs and tissue specified as offal which is intended for sale to the customer/ consumer in accordance with purchasing specifications and trade description requirements and law	6.1	Origin and nature of red and green offal, to include anatomical positioning, functions of organs; anatomical differences between species; types of edible and non-edible offal	2	4	1
		6.2	Uses of red and green offal from cattle, sheep, pigs and poultry; safe storage temperatures for offal	1		
		6.3	Legislation and trade description requirements for the sale of offal; safe storage temperatures for offal	1		
CK10	Cold and hot meat curing and smoking techniques	7.1	Types and cuts of meat that can be cured; reasons for curing meats; wet and dry curing methods; strengths and recipes for brines used to cure different meats; how processes and ingredients affect flavour enhancement; principles of curing; osmosis; preservation	2	4	1
		7.2	Types and cutsof meat that can be smoked; reasons forsmoking meats; hot and cold smoking methods; types of wood; flavour enhancement techniques	2		
CK11	Merchandising; labelling, food allergen awareness and wider food store products	8.1	Legislation and trade description requirements for food labelling; importance of accurate labelling; point of sale requirements	1	4	1
		8.2	The food allergens that must be labelled; responsibilities for advising customers about allergens; potential consequences of allergic reactions to food products	1		

8.3

Types of dry goods used in butchery businesses; storage requirements for food products; control systems for monitoring storage

1

8.4

Packaging methods and types used in production, counter sales and orders; vacuum and controlled atmosphere packaging; overwrapping; gas flushing; skin packaging; effects on product taste, colour, appearance, shelf life quality, cost

1

8.5

Importance of merchandising; methods of merchandising; effective display of meat and butchery products; impact of trends and customer preferences on sales

1

Total number of questions

30

5

Workplace Observations with Questioning (WO)

Before the workplace observation starts, (see timetable) the apprentice will be given 10 minutes to select and put on the correct Personal Protective Equipment (PPE). It is vitally important that the employer:

- informs the relevant production managers and personnel that tests are to be carried out
- ensures the apprentice is available and relieved from normal duties for the duration of the observation
- ensures the meats, ingredients, tools/equipment and PPE needed are ready and accessible
- ensures access to areas required for the observation activities (eg storage, service and cutting areas)
- ensures that the assessment is not interrupted
- provides a quiet area for questions to be asked during/immediately after the observation

Number of Questions

There are 8 open questions.

Time

The workplace observation will take two hours to complete. The IE may increase the time by up to 10% to allow the apprentice to complete a task.

Venue

The IE will carry out the workplace observation at the venue agreed with the employer/training provider and apprentice.



Workplace Observation (WO)



Tools, Equipment & Materials



Raw materials required

1

Personal protective equipment (PPE) required:

- Chainmail/stab apron
- Safety glove
- Safety shoes

2

Utensils and equipment:

- Knives (steak knife, steel or draw through knife sharpener, boning knife, saw, banding needle)
- String, elasticated meat trussing bands or netting
- Trays for counter display
- Overwrapping machine ,film & appropriate trays (if required)
- Tickets and labels (as required)
- Garnish (if appropriate)
- Weighing scale
- Appropriate trays/receptacles for disposal of waste





Workplace Observation with Questioning Assessment Specification

This is the specification for the workplace observation, setting out the KSBs that will be assessed. It shows indicative types of activities that may be observed.

The actual workplace observation activities for each individual apprentice will be agreed with the IE at the start of the EPA day.

The IE will ask eight open questions during or after the workplace observation and audio record the apprentice's answers to them. The IE may ask follow-up questions if necessary, to clarify the answers.

Standard Ref	Assessment Topic	Indicative activities to be observed
CS1 BH1	Health & safety, food safety, regulations	Setting up the workplace Taking operational responsibility for identifying and dealing with food safety and health and safety issues/risks
CK5 CS2i CS2ii	Butchery techniques	Making primal cuts to company specification; Demonstrating own technical butchery abilities by being able to: ·cut and bone at least two meat species including poultry whilst displaying associated techniques that apply to the Process retail environment. ·produce a minimum of two meat&/or poultry products from the range including joints, steaks, chops or portions. Supporting colleagues with butchery operations
BH3 BH4	Communication, team-work, customer service	Providing excellent customer service Communicating effectively with customers/ suppliers / colleagues
BH2	Pride in own work	Demonstrating personal time-keeping and hygiene skills
CS4 CK6 CK8	Storage, temperature and chill chain	Receiving and storing butchery goods; monitoring the chill chain requirements during Process operations; taking responsibility for the cold storage and cutting work areas.
PS1 PS2 PS3	Specialist processing butchery	Demonstrating specialist processing abilities by, precision cutting at least one species of meat, managing the production line team and checking customer orders meet specifications.



Workplace Observation with Questioning

In addition you may find it useful to consider the following areas; the points will help you to put together a plan/schedule for the observation day.

- i. Detail of the tasks covering each of the area required to be assessed including how the butchery will be evidenced across the 4 species and what carcasses/primals will be made available for this
- ii. Detail of the products to be made to include primals/carcases at the starting point(not just chicken fillet out of a packet) & suitable costing of the product. (suggested costing sheet attached)
- iii. Timings
- iv. Areas of the store where the tasks will take place, list staff involved for the evidence and how they will be interacted with
- v. Detail of the company procedures for stock management, traceability and inventory auditing
- vi. Internal and external customer engagement times/when this will happen
- vii. Special arrangements to facilitate the observation (timed for a particular day when all of the criteria can be observed)
- viii. Ensure documentation/records are available on the day to provide evidence (e.g.HACCP recording forms)

Liaise with training provider/FDQ and submit a plan to FDQ, prior to the EPA day.



Grading criteria & Marks

The workplace observation will be graded fail, pass or pass with distinction. Please see the table below for grading references.

Grading		
Standard Ref/Assessment Topic	Pass	Distinction
<p>CS1 BH1</p> <p>Health & safety, food safety, regulations</p>	<p>Works in a way that ensures self and others comply with legislation, and company health and safety, hygiene and food safety policies/procedures throughout butchery operations.</p> <p>Identifies potential safety and hygiene risks that may occur in butchery operations.</p> <p>Ensures HACCP plans are implemented and followed by:</p> <ul style="list-style-type: none"> • monitoring HACCP records • checking staff compliance with HACCP policies. 	<p>Analyses the impact of safety and hygiene risks that may occur during butchery operations and suggests solutions to manage them.</p> <p>Demonstrates how to provide support, advice and guidance to colleagues on HACCP policies.</p> <p>Identifies solutions to HACCP non-compliance problems.</p>
<p>CK5 CS2i CS2ii</p> <p>Butchery techniques</p>	<p>Describes the stages of the end-to-end primal butchery process.</p> <p>Selects carcass or primal cuts to meet specific butchery task requirements, using age, weight, price, size, and sex criteria.</p> <p>Use butchery techniques on sides, quarters or primal cuts to maintain yield requirements.</p> <p>Applies the correct cutting techniques.</p> <p>Selects tools and equipment required for specified cutting activities.</p>	<p>Use butchery techniques on sides, quarters or primal cuts to exceed yield requirements.</p> <p>Compares the two industry grading systems used to categorise carcasses and describes at least two differences between the systems.</p> <p>Exceeds waste minimisation and yield specifications during cutting activities.</p> <p>Identifies learning resources and training opportunities to meet butchery technique training and development needs for self and others.</p>

Completes cutting activities to company specification tolerances and time specifications.

Ensures that waste is minimised and yield specifications are met during cutting activities.

Demonstrates cutting activities to others or explains how to support others to improve their own cutting techniques.

BH3 BH4
Communication, team work, customer service

Explains the importance of good customer relationships to the butchery business.

Provides examples of at least two methods used to manage and improve relationships with customers.

Ensure self and others in the butchery environment meet company standards and team objectives by:

- monitoring quality of work
- briefing colleagues
- providing feedback on work.

Develops effective working relationships with colleagues by:

- actively listening to colleagues
- contributing and sharing ideas
- explaining work tasks to others if they need help or support.

Provides at least two examples of leading work focussed discussions with colleagues, which could be:

- at team meeting
- one to one discussion.

Outlines at least two examples of resolving problems or making improvements by:

- working collaboratively with others.

BH2
Pride in own work

Meets company standards for timekeeping, personal hygiene and appearance.

Provides at least two examples of being respectful and responding to customer or colleagues needs.

Exceeds company standards when working with colleagues or customers, by:

- taking extra time to ensure customers understand a product
- supporting or mentoring a colleague.

CS4 CK6 CK8
Storage, temperature and chill chain

Adheres to company standard operating procedures for handling, storage, temperature controls and maturation.

Compares the key differences between the temperature control and storage requirements of red and white meat during processing.

Provides at least four examples illustrating which stages of processing differ for red and white meat and describing the differences.

Explains the importance of implementing company procedures to rotate stock, reduce waste and maximise yield.

Provides at least three examples of problems that could affect the business if stock rotation procedures are not followed correctly.

Explains how to accurately categorise meat to Visual Lean company standards

- Provides at least two examples of identifying and resolving stock handling problems.

PS1 PS2

Specialist processing butchery operations

Selects correct cutting equipment and cuts carcass or primal cut

- to company product and quality and specifications and standard operating procedures
- complying with waste minimisation and yield tolerances
- to meet customer specifications.

Identifies and describes the impact of at least four factors that affect safety, hygiene and cleanliness standards in processing operations.

Suggests changes to cutting specifications to improve

- product quality
- waste minimisation and yield tolerances.

PS3

Managing production team

Explains the importance of ensuring processing staff adhere to company start up, changeover, processing and close down procedures.

Develops effective working relationships with colleagues by

- actively listening to colleagues
- contributing and sharing ideas
- Explaining work tasks to others if they need help or support.

Suggests changes to cutting specifications to improve

- product quality
- waste minimisation and yield tolerances.

Grade

Marks

Fail

If apprentice does not meet all of the pass criteria in full.

Pass

Apprentice must demonstrate all of the pass criteria.

Distinction

Apprentice must demonstrate all of the pass criteria plus 3 of the core distinction criteria and the 1 specialist distinction criteria.

Grading Criteria & Marks

Interview (I)

The IE will read and review the apprentice's portfolio in advance of the EPA day. The portfolio underpins the interview.

The questions will be based on, and require the apprentice to refer to, the portfolio of evidence in their answers. The apprentice's answers will explain and exemplify how the evidence demonstrates they meet the interview KSBs.

Time

The interview will take 40 minutes. The IE may increase the time by up to 10% to allow apprentices to finish or clarify an answer.

Number of Questions

There will be 12 open, competence-based questions in the interview.

Venue

The interview will take place after the workplace observation with the IE. Each apprentice will be interviewed individually.



Interview (I)



Assessment Specification

The interview specification sets out the KSBs (arranged into topics) to be assessed by the interview. The IE will ask six questions as shown on the specification and will ask six further personalised questions on any of the assessment topics in the specification, to ensure that the apprentice has met all of the interview KSBs.

Standard Ref	Assessment Topic Core	Number of Qs
CK9 CS3 CS6 BH5	New Products	1
BH7	Continuing Professional Development	1
CK12 CK13 CS7 BH6	Management techniques	1
CS5	Butchery communication/ information	1
Processing specialist knowledge and skills		
PS4	Sales and procurement	1
PS5 PS6 PS7 PS8	Processing operations	1
Any of KSBs listed above	Additional Personalised questions	6
Total Questions		12

Interview (1)





Grading criteria & Marks

The IE does not mark each question separately. The apprentice's answers to all 12 of their questions will be assessed against the grading criteria below.

Standard Ref/Assessment Topic	Pass	Distinction
<p>CK9 CS3 CS6 BH5</p> <p>New Products</p>	<p>Explains how to analyse the needs of diverse communities. Provides at least three examples of butchery products designed and developed to meet customer dietary and religious requirements.</p> <p>Explains the importance of understanding the local market and developing new products to meet customer requirements.</p> <p>Provides at least two examples of promoting new and improved products to customers and colleagues.</p>	<p>Produces or contributes to at least one new recipe, product or specification change to meet customer requirements.</p>
<p>BH7</p> <p>Continuing Professional Development</p>	<p>Explains the importance of CPD for butchers and provides examples of at least two CPD requirements</p>	<p>Provides examples of completing</p> <ul style="list-style-type: none"> • company CPD requirements • two or more additional learning or development activities • being proactive in seeking opportunities for own CPD.
<p>CK12 CK13 CS7 BH6</p> <p>Management Techniques</p>	<p>Illustrates how management techniques are implemented in the butchery business. Describes at least one benefit to the butchery business of using each technique effectively:</p> <ul style="list-style-type: none"> • delegation • team building • mentoring • interviewing • appraisal and performance of self and team members. <p>Outlines the importance of leading by example to share knowledge with colleagues, to manage pressure in the workplace, maintain quality standards and sales targets.</p>	<p>Proactively suggests at least two changes to improve management techniques and explains</p> <ul style="list-style-type: none"> • how to implement them • why they will improve the butchery business. <p>Provides at least two examples that illustrate how team leaders can motivate colleagues to achieve and improve their performance.</p>

CS5

Butchery communication information

Communicates effectively with customers/staff, ensuring the methods of communication meet the customer/staff needs.
Outlines at least two ways that butchers use ICT to improve business practices and processes.

Proactively suggests at least two new ways to use information/ICT to improve communication and outlines the benefits to the butchery business.

PS4

Sales and procurement

Explains the importance of adhering to company procurement and selection processes.

Provides at least two examples of problems that could affect the business if procedures are not followed correctly.

Provides at least two examples of identifying and resolving procurement and carcass selection problems.

PS5 PS6 PS7 PS8

Processing operations

Explains the importance of ensuring processing staff follow company procedures for butchery practice.
Answers at least four questions correctly to provide evidence of understanding company
• despatch
• transport
• waste minimisation policies and procedures.

Provides at least one suggestion to
• implement one change to improve company business processes
• explains the benefits it provides.

Grade

Marks

Fail

If apprentice does not meet all of the pass criteria in full.

Pass

Apprentice must demonstrate all of the pass criteria.

Distinction

Apprentice must demonstrate all of the pass criteria plus 3 of the core distinction criteria and both of the specialist distinction criteria.

Principles for safe and reliable submission of supplementary evidence

Supplementary evidence

In addition to the practical observation and questioning, the Independent Examiner will assess up to 6 pieces of supplementary evidence.

The overriding principles for safe and reliable submission of supplementary evidence are:

1. Validity — the evidence presented demonstrates the apprentice has the skills and knowledge as stipulated in the standard
2. Sufficiency — the quality, quantity and relevance of evidence presented enables a judgement to be made on the apprentice's competency
3. Currency — the evidence presented is no older than 3 months
4. Authenticity — the evidence presented for assessment is the apprentice's own work and that no outside interference, whether intentional or not, is apparent.



The type of supplementary evidence required for each activity is limited to certain tasks; the following tasks are precluded hand preparation, knife skills, food safety health and safety, customer service.

Types of Supplementary Evidence Permissible

- Collation of video evidence: a collection of video clips, showing the full face of the apprentice. The apprentice should introduce the video stating their name, date and location, the activity to which the evidence relates and the apprentice's permission to be video recorded.
- Witness testimony: a written description of the activity that the witness has observed, stating the name, date, apprentice name and witness name. The witness should be a senior colleague within the business.
- Photographs: a collection of photographs, at least one of which shows the full face of the apprentice. The photos should be dated and supplied either electronically or printed. They should include images of the activity to which the evidence relates.

Rules of compliance:

1. Coaching on videos is forbidden. Any explanation or interpretation given by support staff must be general and not specific to the activity. The apprentice should introduce the activity and state their name, date and location of the filming. The apprentice may comment on their activity as they proceed if they wish.
2. For video or photographic evidence, preparation or tampering of products such as whole fish or shellfish before activity commences is strictly forbidden.
3. The supplementary evidence session must be carefully planned to ensure the apprentice's time on video or in photographs enables the demonstration of skills specified in the table above.
3. Video and/or photographic footage must not require in excess of 60 minutes' assessment time by the Independent Examiner and will be assessed within the PO allocated time.
4. For video evidence, where cameras are stopped/re-started during filming of video, it must be clear to the Independent Examiner that no intervention with the product has occurred whilst not filming.
5. For photographic evidence, it must be clear to the Independent Examiner that no external intervention with the product has occurred in between photographs.
6. Photographs must show a clear progression of the activity in question, evidencing each step in the activity as specified Fishmonger Guide to EPA Booklet.
7. Files should be uploaded to FDQ's SharePoint.
8. If an EPA results in a fail and a re-sit or re-take is planned within the maximum EPA period (12 weeks from Gateway), then supplementary evidence originally assessed as a pass or outstanding need not be re-assessed and the assessment decision retained. The apprentice can however choose to submit replacement supplementary evidence with the agreement of the Independent Examiner. If a re-sit or re-take takes place outside of the original maximum EPA period, then new supplementary evidence must be produced.
9. Centres should retain a copy of all supplementary evidence and ensure it is stored securely.

To meet the requirements of the Process Advanced Butcher End-point assessment gateway, the apprentice must submit a portfolio containing 10 to 12 pieces of evidence that will underpin their EPA Interview.

The evidence in the portfolio must be:

- clearly mapped to the Knowledge Skills and Behaviours (KSBs) to be assessed in the Interview.
- authentic to the apprentice
- concise (FDQ recommends most evidence should be no more than four pages long).

FDQ does not prescribe how the Gateway evidence should be presented and it is not mandatory to use this Guide. Employers/training providers and apprentices are free to present evidence in any way that meets the Gateway requirements.

The EPA Plan for the apprenticeship identifies the following key assessment topics that the apprentice must produce evidence against, and answer questions on, at the EPA Interview. The portfolio should only contain evidence for these topics:

- New products
- Continuing Professional Development
- Management techniques
- Butchery communication/information
- Sales and customer service
- Retail business operations.

FDQ recommends the apprentice use these topic headings as the starting point for building their portfolio as it will provide them with a simple structure to organise the evidence. These topics are cross-referenced to all of the KSBs that must be covered in the portfolio.

It is important that the apprentice provides a brief narrative summary, describing how each piece of evidence meets the KSBs and assessment topics. For example, although a certificate of attendance at a training event can be valuable evidence, it does not itself demonstrate that the apprentice can take responsibility for their CPD and explain its importance.

The apprentice (with support from their employer/training provider) is responsible for making sure the IE will be able to assess how their evidence proves all topics have been covered.

The IE will refer to the assessment topics (and their KSBs) when checking the submitted evidence, devising questions for the EPA Interview and grading the Interview.



Supplementary Evidence

4.0 The Final Grade

Grade Boundaries:

Knowledge Test	Workplace Observation	Interview	EPA Grade
Fail	Any Grade	Any Grade	Fail
Any Grade	Fail	Any Grade	Fail
Any Grade	Any Grade	Fail	Fail
Pass	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Distinction	Pass	Pass	Pass
Distinction	Distinction	Pass	Distinction
Pass	Distinction	Distinction	Distinction
Distinction	Distinction	Distinction	Distinction

Extra Information



Please read below for any extra information regarding the EPA or the process after the EPA has taken place.

Certification

On successful completion of the EPA the newly qualified apprentice will receive their grade from FDQ in a statement of results document. The Education and Skills Funding Agency (ESFA) manage the operational delivery of certificates for apprenticeships. The ESFA issue the final certificate to the employer.

Advice, support and guidance contacts

- FDQ EPA Manager for issues concerning EPA registration, arrangement of EPAs, results and certification. Please email epa@fdq.org.uk.

Unsuccessful apprentices

If an apprentice does not pass the EPA, the employer and apprentice have the following options.

Either:

- Apply to resit/re-take the EPA tests or
- Make an appeal to FDQ if you disagree with the result, see www.FDQ.org website for FDQ's appeals policy.



Resits/Retakes

Apprentices who fail one or more assessment 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. Confirmation of additional training/preparation is needed when applying for a re-take. The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Any assessment method re-sit/re-take must be taken within the maximum EPA period of 12 weeks, otherwise the entire EPA must be re-taken.

Re-sits/re-takes are not offered to apprentices wishing to move from pass to merit/distinction or merit to distinction. Under normal circumstances only a pass or merit are available to apprentices who have re-taken or re-sat part of their EPA.

Apprentices will complete a different KT, OQ where variation allows and IN questions when taking a re-sit/re-take. In the case of a resit/retake outside of the original maximum EPA period, supplementary evidence must be current and will be assessed as part of the new OQ. An additional fee is due each time an apprentice applies to re-sit or re-take any or all of the EPA tests, so it is important that the apprentice is fully prepared before they try again.

Appeals and Complaints

FDQ is committed to providing the highest levels of service to its customers, including centres and apprentices.

- Complaints Policy
- Appeals Policy

Conclusion of EPA

We hope this handbook has been helpful and has given you an insight into the requirements for the Advanced Butcher Standard and the End-point Assessment. If you have any further questions/queries, please contact FDQ where one of our experts will be able to help.

Email: epa@fdq.org.uk

Tel: 0113 3970 395

Extra Information

Terminology	Definition
Bedpiece, Thick Flank, Top Rump, Knuckle	Following terms all refer to the same cut
Short rib, thin rands, oven buster	Following terms all refer to the same cut
Belly, draft	Following terms all refer to the same cut
Silverside, outlift	Following terms all refer to the same cut
Topside, inlift	Following terms all refer to the same cut
Fillet, undercut	Following terms all refer to the same cut
Best end, rack	Following terms all refer to the same cut
Bullock, steer	Following terms both refer to a castrated male bovine
Scapula, blade	Following terms both refer to the same bone
Tup, ram	Following terms both refer to an entire male ovine
LMC, Thick Rands Mesenteric fat, caul fat Bark, fel	Following terms have the same meaning

