

Food and Drink Maintenance Engineer Guide to EPA

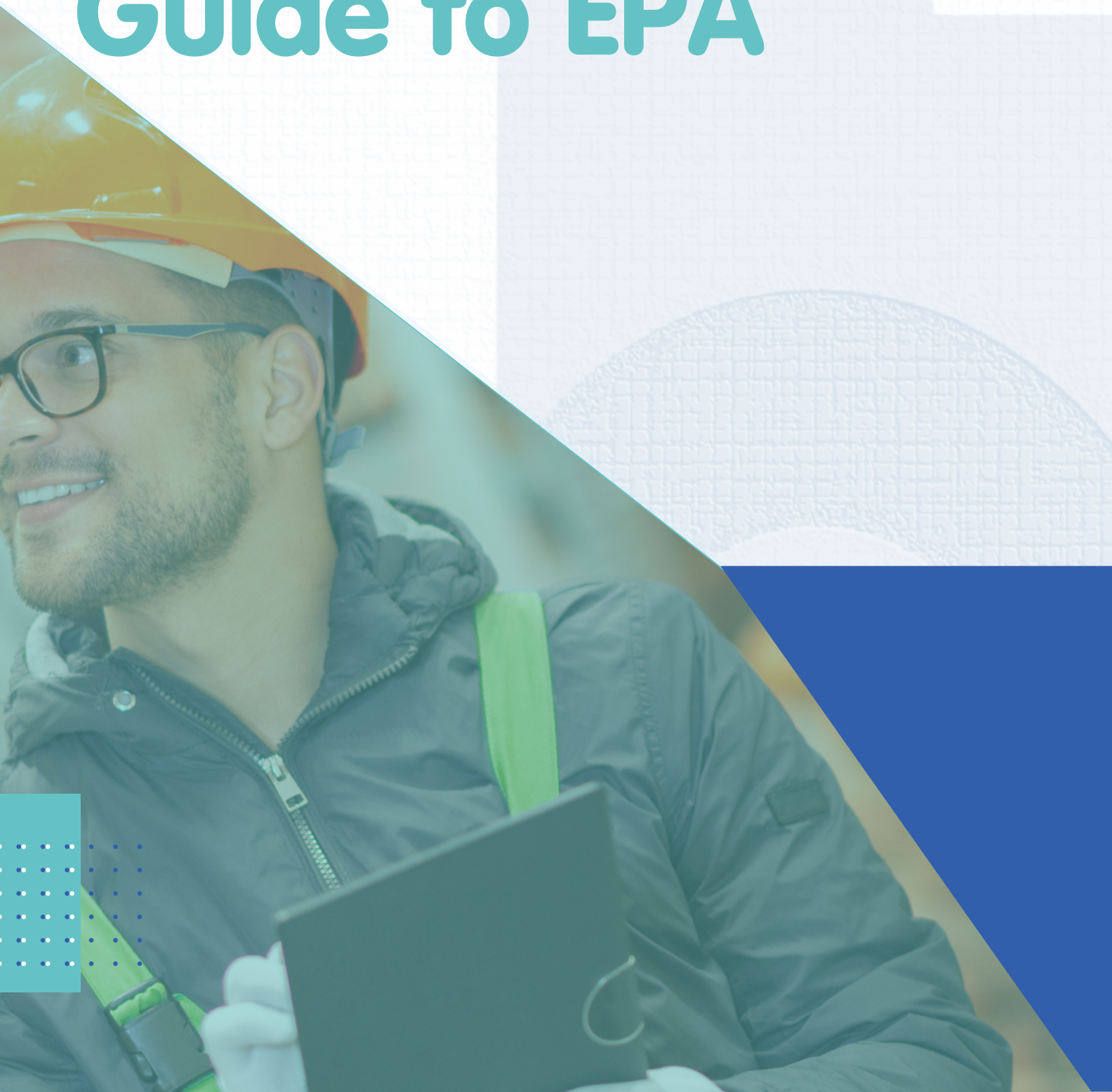
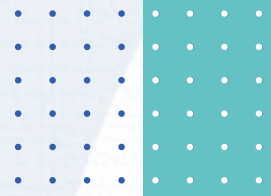


TABLE OF CONTENTS

CLICK ON THE CONTENT
YOU WOULD LIKE TO VIEW

Document History	3
2.0 What is an End-point Assessment?	4
<i>End-point Assessment Day:</i>	5
3.0 About the EPA	7
<i>Site Visit from EPA Manager</i>	7
<i>Fees for the EPA</i>	7
<i>What knowledge is assessed through each component</i>	8
<i>Knowledge Test (KT)</i>	13
<i>Practical Tests</i>	20
<i>Workplace Project (WP)</i>	21
<i>Assessment Observation (AO)</i>	25
<i>Processional Dialogue and Interview (PDI)</i>	28
4.0 The Final Grade	31
5.0 Extra Information	32
<i>Certification</i>	32
<i>Unsuccessful apprentices</i>	32
<i>Resits/Retakes</i>	33
<i>Appeals and Complaints</i>	33
<i>Conclusion of EPA</i>	33

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
27/07/2021	1.7a Project submission, use of anti-plagiarism software
03/08/2021	1.7a Addition of detailed project structure
12/02/2024	All guides redesigned and condensed down to suit apprentices, employers and training providers.
...	Information to be added...



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 Food and Drink Maintenance Engineer.

Getting ready for your EPA:

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

- Level 1 English and Maths
- A declaration form that confirms all knowledge, skills and behaviours in the Food and Drink Maintenance Engineer Standard have been evidenced.
- A certificate of completion for a Level 3 Diploma in Food and Drink Engineering Maintenance.
- 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 38 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 days to commence.



	Component	Time allowed	Questions	Graded
1	Written Knowledge Test	90 minutes	There are 30 Multiple Choice Questions and 5 Extended Answer Questions in the test.	Fail/Pass/Merit/Distinction
2	Workplace Project (WP) and Practical Observation (PO)	WP - Project submitted at week 11. PO - taken in 60 minutes	WP - Questions on the project PO - Observations	Fail/Pass/Merit/Distinction
3	Professional Dialogue and Interview	45-60 minutes	Apprentices will be asked 6 behaviour-based questions, ensuring all the 8 behaviour criteria listed below are covered.	Fail/Pass/Merit/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 Practical Observation to enable the apprentice to demonstrate the required activities, as well as a quiet area/room for assessing supplementary evidence, answering mandatory questions and conducting the Professional Dialogue and Interview.

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
Written Knowledge Test	WKT
Workplace Project and Practical Observation	WP / PO
Professional Dialogue and Interview	PDI

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard Reference	Knowledge to be assessed	WKT	WP/PO	PDI
K1	Food processing/manufacturing and product knowledge (to meet company requirements eg Dairy/ Confectionery/ Meat processing)	•		
K2	Legislation and regulations in the food and drink industry, including understanding of: <ul style="list-style-type: none"> • Food Safety • Health and Safety • Hazard Analysis Critical Control Point (HACCP), Threat Assessment Critical Control Point (TACCP), Vulnerability Assessment Critical Control Point (VACCP) 	•		
K3	Basic principles of sustainability and environmental legislation	•		
K4	The impact of customer requirements and demands on the food supply chain	•		
K5	The key principles of cleaning and hygiene processes covering both Cleaning in Place (CIP) and cleaning out of place systems	•		
K6	The key principles of quality management systems and processes	•		

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WKT	WP/PO	PDI
K7	The key principles of Continuous Improvement (CI) Management	•		
K8	Materials science, including the key features of raw materials, their uses in food production and types of equipment used to process them	•		
K9	Types of best practice maintenance approaches and techniques in the food and drink industry	•		
K10	The principles of fault finding techniques	•		
K11	The operation of mechanical equipment in the food and drink industry	•		
K12	How to produce replacement components	•		
K13	The function of fluid power systems	•		
K14	The operation of heat exchange equipment	•		
K15	The principles of cutting and welding in the food and drink industry	•		

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WKT	WP/PO	PDI
K16	Principles of electrical systems, including their uses, safety and legislation	•		
K17	Services and utilities knowledge, including the importance and impact of energy management and pollution control in food production	•		
Skills to be assessed				
S1	Plan and prepare for maintenance of engineered systems in the food and drink industry		•	
S2	Perform first line routine mechanical maintenance, including removing and replacing components, cleaning, lubrication, inspection and fault finding		•	
S3	Apply 'best practice' techniques, including condition monitoring and proactive maintenance		•	
S4	Produce replacement components, using manual and machine processes		•	
S5	Maintain fluid power systems		•	

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WKT	WP/PO	PDI
S6	Weld stainless steel and other materials used in food production equipment		•	
S7	Perform first line electrical maintenance, including testing, fault finding, repairing and replacing components		•	
S8	Apply mathematical techniques to solve engineering problems		•	
Behaviours to be assessed				
B1	Safe working: ensures safety of self and others, food safe, challenges safety issues		•	
B2	Ownership of work: accepts responsibility, is proactive, plans work		•	
B3	Pride in work: integrity, aims for excellence, time management			•
B4	Self-development: links own objectives to support the business, seeks learning and development opportunities			•
B5	Integrity and respect: for colleagues, good communication with managers			•
B6	Working in a team: builds good relationships with others			•
B7	Problem solving: takes responsibility until a solution is reached, challenges others, works to solve root cause of problems			•

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WKT	WP/PO	PDI
B8	Responsiveness to change: flexibility to changing environment and demands			•
B9	Company/industry perspective: knowledge of company and food industry, acts as an ambassador			•
B10	Effective communication: with colleagues/managers, in writing, visually, verbally			•
Additional KSBs to be assessed				
S9	Monitor mechanical equipment in food and drink operations		•	
S10	Repair and produce replacement complex mechanical components to required standards		•	
S11	Produce complex welded joints in a range of positions using a range of different processes		•	
S12	Review welding activities		•	
K18	Understand the principles of electrical machines, testing electrical equipment and circuits		•	
K19	Understand the operation of process controllers within an engineered system		•	

WHAT KNOWLEDGE IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	WKT	WP/PO	PDI
K20	Understand the requirements of electrical installations		•	
S13	Commission and perform maintenance of instrumentation/process control systems		•	
S14	Perform maintenance of programmable control systems		•	

Written Knowledge Test (WKT)

Time

The apprentice will be given 90 minutes to complete the test, which will be carried out under FDQ's assessment conditions.

Question Styles

There are 30 Multiple Choice Questions (MCQs) and 5 Extended Answer Questions (EAQs) in the test.

Marking of the WKT

MCQs	EAQs
30 Questions	5 Questions
1 mark for each correct answer	6 marks available for each correct answer
30 marks available	30 marks available
Total marks available (MCQ+EAQ) = 60	

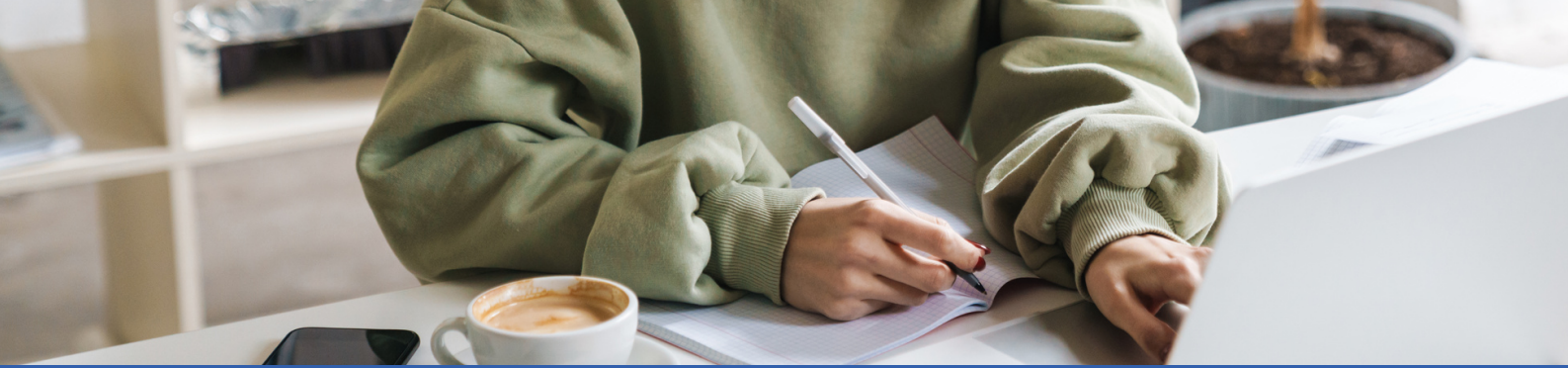


Sample Questions

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

WRITTEN KNOWLEDGE TEST (WKT)





WRITTEN KNOWLEDGE TEST ASSESSMENT SPECIFICATION

Standard reference	Knowledge to be assessed		Range	No of MCQs	Total No of MCQs	Total no of EAQs
K1	Food processing/manufacturing and product knowledge (to meet company requirements eg Dairy/ Confectionery/ Meat processing)	1.1	Processes used in the manufacture of food products such as dairy, confectionery, meat processing, for example: mixing, size reduction, extrusion, heat exchangers, baking, frying, chilling, freezing	1	2	2
		1.2	Product and process knowledge such as key temperatures, high/low risk products	1		
K2	Legislation and regulations in the food and drink industry, including understanding of: <ul style="list-style-type: none"> • Food Safety • Health and Safety • Hazard Analysis Critical Control Point (HACCP), Threat Assessment Critical Control Point (TACCP), Vulnerability Assessment Critical Control Point (VACCP) 	2.1	The roles and responsibilities of themselves and others to ensure compliance with statutory regulations and organisational safety requirements associated with working in the food and drink industry.	1	2	0
		2.2	The identification of hazards and risks associated with food safety, health and safety, HACCP, TACCP and VACCP.	1		

K3	Basic principles of sustainability and environmental legislation	3.1	Principles of sustainability: social, economic, ethical, and environmental considerations.	1	2	0
		3.2	Environmental legislation and management system ISO 14001.	1		
K4	The impact of customer requirements and demands on the food supply chain	4.1	Customer service and the need for it to remain at the centre of the supply chain management system.	1	2	0
		4.2	The consideration of cost control vs risk management in the food production industry.	1		
K5	The key principles of cleaning and hygiene processes covering both Cleaning in Place (CIP) and cleaning out of place systems	5.1	Technology of cleaning: kinetic, thermal, and chemical energies. Removal of hazards and soils.	1	3	1
		5.2	CIP and cleaning out of place (COP) design and cleaning stages.	1		
		5.3	Materials and components used in an effective CIP.	1		
K6	The key principles of quality management systems and processes	6.1	Understanding raw material control, process control and finished product inspection in the food manufacturing industry.	1	2	1
		6.2	Understanding the need for legislation in food manufacture and the links to quality management systems.	1		
K7	The key principles of Continuous Improvement (CI) Management	7.1	The use of a range of CI techniques such as plan do act check (PDAC), 5s, Kanban, Kaizen	1	2	1
		7.2	The application of lean manufacturing in the food and drink industry.	1		

K8	Materials science, including the key features of raw materials, their uses in food production and types of equipment used to process them	8.1	The structure of materials used in food production equipment; the manufacturing equipment used to process them; the use of materials within processing equipment to suit the demands placed upon the application, e.g. hygiene, temperature, pressure, wear and abrasion and chemicals	1	1	1
K9	Types of best practice maintenance approaches and techniques in the food and drink industry	9.1	Planned, total preventative, condition-based maintenance. Understanding of plant reliability, process monitoring, operating performances, and the use of computerised maintenance management systems. (CMMS)	1	1	0
K10	The principles of fault finding techniques	10.1	Typical fault-finding techniques and methods such as Half Split, Six Point, Input/Output, Function Testing and Unit Substitution.	1	2	1
		10.2	The typical equipment used in fault finding to diagnose a range of problems.	1		
K11	The operation of mechanical equipment in the food and drink industry	11.1	Operations of mechanical equipment such as the operation of gears and drives, cams and cam followers, bearings, seals	1	2	1
		11.2	Maintenance of mechanical components such as lubrication, checking, dismantling and setting	1		

K12	How to produce replacement components	12.1	Availability of equipment to manufacture replacements parts. Considerations of a make v/s buy policy for the manufacture of parts.	1	1	1
		12.2	Typical parts that can be remade onsite and the equipment needed to perform such operations. Types of component repair.	2		
K13	The function of fluid power systems	13.1	The application and design of fluid power systems within the food and drink industry.	1	2	1
		13.2	Procedures and techniques used in the testing and maintenance of fluid power systems.	1		
K14	The operation of heat exchange equipment	14.1	Types of heat exchanger and how they function. The different types of heat transfer and flow patterns.	1	1	1
K15	The principles of cutting and welding in the food and drink industry	15.1	Welding techniques such as Metal Active Gas (MAG), Tungsten Inert Gas (TIG), Manual Metal Arc (MMA).	1	2	1
		15.1	Thermal cutting techniques such as handheld oxy-fuel and plasma gas cutting	1		
K16	Principles of electrical systems, including their uses, safety and legislation	16.1	Types of electrical supply. Different voltage systems and their uses on equipment used in food manufacture. The precautions to be taken when carrying out maintenance on electrical equipment. Lock off systems. Bonding and earthing and how to recognise faults.	1	1	1

K17

Services and utilities knowledge, including the importance and impact of energy management and pollution control in food production

17.1

The importance of energy management and pollution controls. Site services such as electricity, water, steam generation, refrigeration, waste, and effluent.

1

1

1

Total

30

30

5 questions based on 5 of the 13 possible topics



Grading Criteria & Marks

The test is graded fail, pass, merit or distinction and contributes 25% to the final apprenticeship grade.

Marking of the WKT

MCQs

30 Questions

1 Mark for each correct answer

30 Marks available

EAQs

5 Questions

6 Marks available for each correct answer

30 Marks available

Total marks available (MCQ+EAQ) = 60

Grading criteria for the Written Knowledge Test

Fail

Scored 40
or less

Pass

Scored between
41 and 50

Merit

Scored between
51 and 55

Distinction

Scored between
56 and over

Practical Tests

There are two components within the Practical Tests. The combined contribution of the practical tests to the overall apprenticeship grade is 60%: 45% from the Workplace Project and 15% from the Assessed Observations.

Practical Tests

A. Workplace Project (WP)

B. Assessed Observations (PO)

45% contribution to final grade

15% contribution to final grade

The combination of WP and AO will cover the practical application of all knowledge, skills and behavioural aspects of the standard, but will assess the particular core and role-specific requirements for a mechanical or multi-skilled engineer, addressing the additional skills and knowledge required for these roles.



Practical Tests

Workplace Project and Assessed Observation (WP and PO)





Workplace Project (WP) Assessment Specification

Project:

The WP is undertaken in the 12-week Gateway period and should be conducted as part of an apprentice's normal work. A project report is submitted to FDQ at week 11, which the IE will use to construct questions in preparation for the project presentation at week 12.

Level 3 Food and Drink Maintenance Engineer ST0195

Project Topics

FDQ will provide a bank of business-related project topics which will be comparable in terms of complexity and content. Employers will select the most appropriate project for the apprentice, based on their current job role either as a multi-skilled or mechanical maintenance engineer.

Employers may also suggest their own project topic in line with their operations. Suggested topics should be provided to FDQ no later than one week before the apprentice enters Gateway, in order to give sufficient time for approval in readiness for the apprentice to commence work from the Gateway date.

WP Presentation Venue

The presentation of the WP may take place on the employer's site or in a FDQ approved assessment centre, under FDQ's assessment conditions.

Before the WP presentation, the employer must:

- ensure the apprentice is available and relieved from normal duties for the duration of the WP
- ensure that the assessment is not interrupted
- provide a quiet area for the WP

The WP is a substantial piece of work that requires the apprentice to plan, implement and present an individual work-based project. The project topic will focus on their role as a mechanical or multi-skilled engineer, and address the KSBs for core plus their job specific role as specified in section 1.4 and above. The project should:

- be no more than 2000 words
- be uploaded to FDQ (details on how to do this will be supplied)
- be accompanied by an authenticity declaration

Please note that FDQ may use anti-plagiarism software to check authenticity of the written report.



Workplace Project and Presentation (WPP)



Workplace Project Structure

1. Introduction (Approx. 2-300 words)

- Explain the background to the project
- Identify the problem
- Set the objectives
- Explain the implications for the business

2. Planning, design and organisation (Approx. 7-800 words)

- Problem investigation e.g. use of fishbone diagrams for root cause analysis
- Project plan – how you went about the project, steps you followed e.g. trial 1, 2 or 3
- How you organised your time
- Materials and resources you used, including people and equipment
- Engineering principles you were likely to use
- Risk assessment and safe working, especially in line with food safety
- Company limitations or considerations

3. Project Implementation (Approx. 7-800 words)

- Recording the progress of the project
- Decision making at different stages, with clear reasoning and logical flow of next steps
- Reflection on the implementation – what went well, what could have been done differently
- Recognition of safe working practices
- Feedback from line manager; feedback from customer (if appropriate)

4. Results and Conclusions (Approx 2-300 words)

- Concise report of the results of your investigations e.g. different trials
- Calculations and analysis of key data (use tables and graphs where relevant)
- Drawing conclusions on your investigations, including reference to engineering principles
- Implications for the business e.g. efficiency and cost savings, improved customer relations, less complaints etc

5. References (not included in word count)

Include a list of references you have used for your project

6. Appendices (not included in word count)

Include supporting information such as mathematical calculations, extracts from equipment manuals, regulations referred to in the main body

Written project report

A report of no more than 2000 words, presented to the IE at week 8 or 11 of the gateway period. The report should involve high academic rigour and show clarity of thinking and logical conclusions.

Notes

- Diagrams and tables within the main report (i.e. not the appendices) are NOT included in the word count
- References should be used where relevant – a simple numbering system is acceptable



Project Assessment

Tasks Assessed

This section is the assessment specification for the Workplace Project and Presentation.

The IE will assess the quality of workmanship and output from the project. The specification for the WP presentation is given below:

Project Assessment	Tasks assessed
Project Report	<p>The apprentice will be assessed on:</p> <ul style="list-style-type: none">• Approach, methods, results, data analysis, drawing conclusions and recommendations• Recommendation for improvements/savings and implementation, linked to tangible business benefits
Project Outcomes	<p>The apprentice will be assessed on:</p> <ul style="list-style-type: none">• Quality of project outcomes• Financial and/or efficiency savings
Delivery of Presentation	<p>The apprentice will be assessed on:</p> <ul style="list-style-type: none">• Clarity of delivery, accuracy of technical elements and personal viewpoints• Timekeeping• Use of a variety of presentation skills• The apprentice may use a range of visual aids including slides, spreadsheets, graphs and photographs as appropriate to demonstrate their project findings.

Practical Observation

The apprentice must take a minimum of three observed assessments to showcase their skills, knowledge and behaviours at undertaking maintenance activities, either as a mechanical or multi-skilled maintenance engineer.

Time

The AOs are undertaken in the 12-week Gateway period. Each of the observations will be undertaken within a 60-minute timed period.

Venue

The AOs should be scheduled when the apprentice is working in their normal place of work or in a simulated environment under FDQ's assessment conditions.

It is vitally important that the employer:

- informs the relevant managers and personnel that assessments are to be carried out
- ensures the apprentice is available and relieved from normal duties for the duration of the observations
- ensures that PPE is available, equipment and the necessary materials are available
- ensures that the assessment is not interrupted

Specification

The three observations will each have a different focus but will each assess the apprentice's planned maintenance skills. At least one of the observations will include inducing faults, so that the apprentice can demonstrate their fault finding and reactive maintenance skills. The apprentice will be given a test paper for each observation outlining the tasks and competencies being assessed.



The EPA test centre must provide all of the tools, equipment and raw materials required for the practical observations, which must be available 10 minutes before the assessment starts.

Practical Observation (PO)





Grading Criteria & Marks

The Practical Tests will be graded fail, pass, merit or distinction

The table below shows the grading criteria which will be used to synoptically grade the WP and the AO. All Pass criteria must be achieved to successfully pass the EPA.

Practical Element	Acceptable achievement (1 point per statement)	Commendable Achievement (2 points per statement)	Outstanding Achievement (3 points per statement)
Observations	Apprentice carries out maintenance activities in line with requirements of standard	Apprentice carries out maintenance activities effectively, in a logical and planned sequence, seeking ways to improve performance	Apprentice demonstrates effective improvement on current performance, suggesting improvements to standards or ways of working
Project Output	Project output demonstrates work in line with expected quality and requirements of the standard	Project output demonstrates work above the expected level of quality with demonstrable financial benefits	Project output demonstrates work at an outstanding level of quality with demonstrable financial benefits and efficiency savings which impact upon the business
Report	Report which clearly shows approach to planning, implementation and outcome of project	Report which makes recommendations for improvements and efficiency savings	Well-reasoned conclusions and sound/logical recommendations for future implementation linked to tangible business benefits
Delivery of presentation	Clear, articulate and accurate presentation of technical project elements and personal viewpoints within timescales allowed	Delivers presentation confidently; deals well with technical questioning; demonstrates effective listening skills	Dynamic and engaging presentation; adapts style to fully capture the attention of the audience using an appropriate selection and variation of presentation skills



Grading criteria & Marks

Each element is scored one point for acceptable achievement, two points for commendable achievement and three points for exceptional achievement based on the assessment criteria given in the table above. For the practical test element to achieve a pass the apprentice must achieve a minimum score of four points. The boundaries for allocating the grade for the practical tests are given in the table below:

	Fail	Pass	Merit	Distinction
Marks	Less than 4 points	4-6 points	7-10 points	11-12 points

Professional Dialogue and Interview (PDI)

The professional dialogue and interview is a structured discussion between the apprentice and the independent assessor. Apprentices can only undertake the interview component once a pass as a minimum has been achieved in each of the other two end-point assessment components.

The professional dialogue and interview will assess the candidate's appreciation of behaviours for the industry.

Time

Typically 45-60 minutes

Venue

The assessment must be taken in the workplace under FDQ's assessment conditions.



GRADE BOUNDARIES

Marking the Component title		
Grade	Achievement	Description
Fail	Unacceptable	Apprentice falls short in one or more Behaviour areas
Pass	Acceptable	Apprentice shows appreciation of the behavioural aspects of the standard
Merit	Commendable	As above, plus seeks ways to improve performance
Distinction	Outstanding	As above, plus apprentice demonstrates effective improvement on current performance, suggesting, implementing and validating improvements to standards or ways of working

Professional Dialogue and Interview (PDI)





Professional Dialogue and Interview (PDI) Assessment Specification

Assessment Specification

Standard reference	IEs will ask 6 sets of questions to cover the following topics:
B3	Pride in work: integrity, aims for excellence, time management
B4	Self-development: links own objectives to support the business, seeks learning and development opportunities
B5	Integrity and respect: for colleagues, good communication with managers
B6	Working in a team: builds good relationships with others
B7	Problem solving: takes responsibility until a solution is reached, challenges others, works to solve root cause of problems
B8	Responsiveness to change: flexibility to changing environment and demands
B9	Company/industry perspective: knowledge of company and food industry, acts as an ambassador
B10	Effective communication: with colleagues/managers, in writing, visually, verbally

The IE may make an audio recording of the PDI. The audio recording is only used for grading the assessment and moderation purposes. FDQ ensures it is stored securely and only accessed by authorised staff.

Assessment Specification

Standard Reference	Sample sets of questions – IEs will ask all questions within each set.
B4	<p>Self-development Main question: Give an example of how you have driven your own development and understanding of your role.</p> <ul style="list-style-type: none"> • Extension question: How can you support others in learning new skills and understanding of the business? Give an example.
B6	<p>Working in a team Main question: Give an example of how you have worked collaboratively in your role.</p> <ul style="list-style-type: none"> • Extension question: Describe the goals of your team. How can you ensure everyone contributes to their achievement?
B7	<p>Problem solving Main question: How do you deal with problems? Give an example.</p> <ul style="list-style-type: none"> • Extension question: If you were constantly having a problem with the yield on a process, what would you do?
B8	<p>Responsiveness to change Main question: Do you prefer to avoid change in your role?</p> <ul style="list-style-type: none"> • Extension question: If you were told that a new piece of equipment was to be introduced and you had to test it, how would you react?
B9	<p>Company/industry perspective</p> <ul style="list-style-type: none"> • Main question: Explain the objectives of your business and how it compares to its competitors. <p>Extension question: Give some examples of how you have improved your knowledge of the business and the wider food industry.</p>
B9	<p>Effective communication Main question: Describe an example of how you have communicated between colleagues.</p> <ul style="list-style-type: none"> • Extension question: If you had to carry out some essential maintenance on a line in the middle of a production run, how would you use your influencing skills to successfully achieve your goal?

4.0 The Final Grade

After completing all components of the EPA:

1. The IE will thank the apprentice for attending the EPA.
2. The IE will complete their report containing the provisional mark and submit it to FDQ within 5 days of the EPA. (The IE will send any supporting photographic and digital recording evidence to FDQ with the report).
3. FDQ will moderate the IE's decisions – this can sometimes delay the grading and certification process.
4. FDQ will confirm the final grade to the employer/training provider within 8 weeks of the EPA.

To achieve a pass, merit or distinction grade the apprentice must achieve a minimum of a pass in each assessment component.

Final EPA Grade	
Fail	The apprentice has failed one or more of the 3 assessments.
Pass	The apprentice has achieved a minimum of a pass in each of the 3 assessments.
Merit	The apprentice has achieved a minimum of merit or distinction in the practical tests and one of either the KT and PDI
Distinction	The apprentice has achieved achieve more than a pass for all components

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 retake. 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 WKT, WP/PO where variation allows and PDI interview questions when taking a re-sit/re-take. If the PO is re-sat or re-taken, supplementary evidence originally submitted and assessed as a pass or outstanding, need not be reassessed and the original assessment decision on that evidence will be retained. The apprentice can however choose to submit new (replacement) supplementary evidence with the agreement of their Independent Examiner. 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 Practical Observation. 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 Food and Drink Maintenance Engineer 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.

