

FDQ Level 2 End-point Assessment for Baker (Automated) ST0191 Apprentice Guide

What is the EPA?

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 Baker (Automated).

Are you ready for your EPA?

Check that you have completed these Gateway requirements to start your EPA.

- ✓ Level 2 Diploma in Bakery
- ✓ Level 1 Functional Skills in English or GCSE in English
- ✓ Level 1 Functional Skills in mathematics or GCSE in mathematics
- ✓ Attempted the tests for Level 2 Functional Skills in English and Mathematics
- ✓ A Gateway Declaration Form signed by you, your employer and training provider to confirm readiness for EPA

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 supporting all apprentices and ensuring the EPA experience is conducted in a fair and reliable way

See the FDQ Arrangements for Reasonable Adjustments policy at: www.fdq.org.uk

Timeline

FDQ will send details of the date and time of your EPA to your employer.

You have one month to complete your EPA.

Your EPA Manager will send your observation plan to your employer five days before your EPA, to help you prepare.

Remember!

Your employer and trainer won't enter you for the EPA unless they are sure you are confident and ready to take your EPA.

Practise for your EPA

The EPA is your chance to prove you have the knowledge, skills and behaviours to be a qualified Baker.

Make sure you practise for it!

What to take to the EPA day

- ✓ Your ID (Photographic evidence e.g. passport or driving license)
- ✓ Tools/PPE



What you have to do at the EPA Day

Your Independent Examiner will explain the order of the day to you including timings and breaks. You must complete three assessments:

		Time allowed	Questions	Graded
1	Written Knowledge Test (online or paper based)	90 Minutes	60 multiple choice questions	Fail/pass/merit/distinction
2	Assessment Centre Observation	7 hours	Activities to be observed Job related tasks	Fail/pass/merit/distinction
3	Workplace Observation and Interview	4 Hours	Activities to be observed Job related tasks and questions	Fail/pass/merit/distinction

See the Employer and Training Provider Handbook for sample tests and more information about the assessments.

What happens after?

FDQ will confirm the final results, including a grade for the EPA to your employer/training provider within 8 weeks of the EPA day.

When you pass your EPA

You will receive a statement of your results, including a grade, from FDQ.

The Education and Skills Funding Agency (ESFA), on behalf of the Institute for Apprenticeships and Technical Education will send your Apprenticeship certificate to your employer.

Congratulations!

The FDQ Promise

FDQ want you to do well and promise your EPA will be:

Clear – so you understand what you have to do on the day.

Supportive – we give your employer and trainer lots of information in the Employer and Training Provider Handbook that will help you prepare for your EPA– make sure you use it!

Fair – our Independent Examiners are industry professionals trained to be fair, reliable and to give you every opportunity to succeed.

Consistent – after your EPA, your examiner will submit a recommended grade which will be moderated at FDQ HQ for Quality and Assurance purposes.

If you don't pass your EPA

The result statement will indicate areas of weakness. If you fail one of the tests, you and your employer have two choices. You can either:

1. Apply to re-sit or re-take the individual EPA test. You do not have to complete further learning for a re-sit; but if you do need more learning, you can re-take the tests. FDQ will provide areas to focus on to prepare for a re-take.

You must complete your re-sit or re-take within 2 months of your original EPA day, or you will need to re-sit or re-take the whole EPA.

2. Appeal to FDQ if you disagree with your result. If you feel you were unfairly assessed then you should speak to your employer and trainer, who will follow the FDQ appeals procedures to help you. www.fdq.org.uk