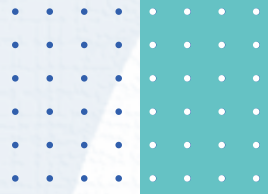


Butcher (Processing) Guide to EPA



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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
11/03/2025	Guide redesigned in the new format.



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 1 & 2 functional skills if the learner is under 19 at the time of starting the apprenticeship.
- Completed Gateway declaration form.
- A portfolio of evidence, used for the interview.

The portfolio of evidence should only contain evidence related to the KSBs that will be assessed by IPE. It will typically contain 18 discrete pieces of evidence. Evidence must be mapped against the KSBs and each piece of evidence may be used to demonstrate more than one KSB. Examples of evidence are:

- Workplace policies and procedures
- Witness statements
- Annotated photographs
- Video clips (maximum duration of 10 minutes)

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. Please make the request for adjustments when your employer submits your Gateway application form to FDQ. 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. Results will be issued within 8 weeks; however, we aim to deliver your result within 21 days. 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 24 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	45 minutes are allowed to complete the test.	30 multiple choice questions included	Fail Pass
2	Observation with Questioning	2 hours allowed.	The independent examiner must ask at least 6 questions.	Fail Pass Distinction
3	Interview Underpinned by a Portfolio of Evidence	60 minutes allowed plus 10% if IE agrees this	The independent examiner must ask at least 6 questions. Follow-up questions are allowed where clarification is required.	Fail Pass Distinction

3.0 ABOUT THE EPA

Site visit from EPA Manager

Workplace / Venue Suitability check



- This will be conducted in person or remotely by an FDQ colleague to introduce the service and meet all parties involved. This includes the employer, and the apprentice, to assess and agree readiness of the apprentice for EPA.
- A review will also be carried out to assess the suitability of the venue for EPA and that minimum requirements are met. The requirement of the assessment plan dictates the observation with questioning will be carried out in the apprentice's workplace, but other suitable premises may be used if agreed with FDQ for the knowledge test and professional discussion.
- As the End-point Assessment Organisation (EPAO), FDQ must ensure that the apprentice is not disadvantaged in any way and is assessed in a fair, safe and robust environment. If the venue is not suitable an alternative will be given within a reasonable distance of the apprentice, in one of a network of EPA centres. During the suitability checks the employer and training provider will agree a suitable date and time and agree an outline of the days' events.
- The observation with questioning must take place in the apprentice's normal place of work, equipment and resources needed must be confirmed to be available and be in good and safe working condition.

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
Observation with Questioning	OQ
Interview Underpinned by a Portfolio of Evidence	IPE

WHAT KNOWLEDGE, SKILLS & BEHAVIOURS IS ASSESSED THROUGH EACH COMPONENT?

Standard reference	Knowledge to be assessed	KT	OQ	IPE
K1	The development of the meat sector and how practices have evolved			●
K2	The principles of butchery and slaughter practices, such as Halal and Kosher			●
K3	The principles of waste minimisation, saleable yield, and predictive costing methods	●		
K4	Meat processing and preparation including the supply chain and traceability functions		●	
K5	The principles of meat species such as butchery by products, primal, joints and muscles	●		
K6	The craft and knife skills used for cutting, boning, and trimming of meat		●	
K7	Methods and approaches for using mechanical equipment for secondary processes such as mincing		●	
K8	Cold storage including the control of temperature, and safe movement of meat in the butchery environment	●		
K9	Stock control and quality assurance	●		

K10	Health and safety, and food safety including personal and workplace hygiene, and as part of the wider food sales or production environment	●		
K11	Methods for weighing meat products	●		
K12	Collaborate with the team or individual to support the working environment			●
K13	Relevant legislation and regulation such as data protection, food safety and allergens and how they impact on their role		●	
K14	Use of IT and digital systems, and software used in their business		●	
K15	The customer profile of the business and customers' purchasing habits			●
K16	The business aims and objectives and how their work contributes to them			●
K17	Methods for communicating with customers, to support and increase sales, and encourage customer loyalty		●	
K18	The business approach to sustainability and its carbon footprint such as approaches to responsible product sourcing, waste reduction and recycling			●
K19	The grading and classification of carcasses, the equipment used, and the impact it has on the products	●		
K20	The impact of their role in the audit and inspection process			●
K21	The need for traceability in the procurement and supply of meat	●		
K22	The enforcement agencies and regulators, relevant to their organisation, that work within the meat industry and the impact on internal policies	●		
K24	Common cuts associated with Retail/Instore meat products for example poultry, game, pork, beef or lamb	●		

K28	The parameters of customer specifications or contracts		●	
K29	Importance of foreign body control and metal detection		●	
K30	The volume and pace of meat processing required to meet key performance indicators (KPIs)		●	
K31	The saleable yield of the business relating to carcasses or primals and how to maximise it			●
K32	Common cuts associated with Process meat products for example poultry, game, pork, beef or lamb	●		
Skills to be assessed				
S1	Comply with regulations and legislation relevant to their role and business		●	
S2	Maintains and sharpens knives and cutting equipment		●	
S3	Manual handling of carcasses and primal through the manufacturing or butchery process		●	
S4	Adhere to the organisational policies and standard operating procedures		●	
S5	Maintain the meat product to the given customer specification and food safety compliance and traceability procedures in the meat supply chain		●	
S6	Support colleagues in delivering the daily workplace requirements		●	
S7	Use technology and applications to support production, sales, and customer service		●	
S8	Contribute to continuous improvement activities which focus on improving sustainability within the business			●
S9	Communicate with customers and stakeholders to meet their requirements		●	
S10	Process and dispose of waste material			●
S19	Maximise the saleable yield for the business relating to carcasses and primals			●

S20	Contribute to efficiencies to support the key performance indicators (KPIs) of the business through working to agreed specifications for their role			
S21	Adhere to customer specifications and contracts			
S22	Contribute to foreign body control and metal detection			
S23	Meet key performance indicators within meat processing			
S24	Use knives and cutting equipment to undertake a range of primary and secondary butchery skills			
Behaviours to be assessed				
B1	Operates professionally with integrity and confidentiality			
B2	Works collaboratively and shares knowledge with colleagues and stakeholders across the organisation			
B3	Has accountability and takes responsibility and ownership of their tasks and workload			
B4	Seeks learning opportunities and continuous professional development			
B5	Works flexibly and adapts to circumstances			

Knowledge Test (KT)

The Knowledge Test may be taken as a paper based or online test, this will be agreed with the employer/training provider at initial meeting. The Knowledge Test is primarily taken online using FDQ's dedicated test system. This method ensures a streamlined and efficient testing process. Paper-based tests are available upon request; however, these will only be granted in exceptional circumstances. Any such request must be discussed and agreed upon with the employer or training provider during the initial meeting.

Time

45 minutes are allowed to complete the test.

Question Styles

Number of questions in the test: 30 MCQs

Grading criteria and marks

The test is graded as fail or pass, the scores for each grade are shown below.

Grade	Marks
Fail	20 marks or less
Pass	Marks between 21 and 30



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

L2 Butcher ST0078 KT Assessment Specification (Processing)

Standard Ref	Learning Outcome
K3	The principles of waste minimisation, saleable yield, and predictive costing methods
K5	The principles of meat species such as butchery by products, primal, joints and muscles
K8	Cold storage including the control of temperature, and safe movement of meat in the butchery environment
K9	Stock control and quality assurance
K10	Health and safety, and food safety including personal and workplace hygiene, and as part of the wider food sales or production environment
K11	Methods for weighing meat products
K19	The grading and classification of carcasses, the equipment used, and the impact it has on the products
K21	The need for traceability in the procurement and supply of meat
K22	The enforcement agencies and regulators, relevant to their organisation, that work within the meat industry and the impact on internal policies
K24	Common cuts associated with Retail/Instore meat products for example poultry, game, pork, beef or lamb
K32	Common cuts associated with Process meat products for example poultry, game, pork, beef or lamb

Observation with Questioning (OQ)

The Independent Examiner (IE) observes the apprentice in their workplace and asks questions. The apprentice completes their day-to-day duties under normal working conditions. Simulation is not allowed. The observation with questions cannot be split, except for comfort breaks or to allow the apprentice to move from one location to another. Such breaks will not count towards the total observed time.

Time

The observation must take 2 hours.

Venue

Equipment and resources needed for the observation must be made available by the employer and they must be in good and safe working condition. Questioning that occurs after the observation should take place in a suitable environment, for example a quiet room, free from distractions and influence.



Observation with Questioning (OQ)





Observation with Questioning Assessment Specification

The Independent Examiner should observe the following during the observation:

Core activities:

- Butcher skills - boning, portioning, trimming, seaming, rolling
- Craft and knife skills and equipment
- Product handling
- Maximising yield
- Health and safety practices
- Food safety

Process butcher activities to observe:

- Foreign body control and meat production
- Customer specifications

For this option, individuals and Independent Examiners can focus on the types of meats relevant to the employer. The EPAO needs to 'elect' a maximum of two cutting tasks from across the production line activity, for example from the leg line or shoulder line as may be applicable. For process butchers, the EPAO will notify the apprentice and their employer of the process 'lines' to be assessed at the two weeks notification stage. This will provide the apprentice with the opportunity to demonstrate the KSBs mapped to this method across the process lines. These activities provide the apprentice with the opportunity to demonstrate the KSBs mapped to this assessment method.



Observation with Questioning

Grading Criteria & Marks

Grading criteria, used in the allocation of marks, as directed by the assessment plan can be found below.

Grading criteria for the Observation with questioning

Theme	Pass Criteria (Apprentices must demonstrate all of the pass descriptors for the core and their option)	Distinction Criteria (Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors for the core and their option)
(Core) Butchery principles and practices K6,S2,S4,S24	<p>Demonstrate how they maintain cutting equipment to undertake a range of butchery skills which adhere to policies and operating procedures and demonstrates the craft and knife skills used for boning and two of the following:</p> <ul style="list-style-type: none"> • Portioning • Trimming • Seaming • Rolling <p>(K6,S2,S4)</p>	<p>Justifies the craft and knife skills used for each part of the meat preparation.</p> <p>(K6, S24)</p>
(Core) Meat processing and preparation K4, K7, S3, S5	<p>Describes the use of mechanical equipment used for meat processing and preparation, and secondary processes, including supply chain and traceability functions (K4, K7)</p> <p>Demonstrates the handling of carcasses or primals which maintain the meat product to customer specification and food safety compliance throughout the manufacturing or butchery process. (S3, S5)</p>	<p>Explains what happens if the product does not meet customer specification and food safety compliance (S5)</p>
(Core) Regulations and legislation K13, S1	<p>Explain the regulatory and legislative requirements which impact on their role and shows how they comply with them (K13, S1)</p>	None

<p>(Core) Customer service and stakeholders K17, S9, B1, B5</p>	<p>Describes the methods they use to communicate and operate professionally with customers and demonstrates how they use them to meet customer and stakeholder requirements adapting to circumstances as required.</p> <p>(K17, S9, B1, B5)</p>	<p>None</p>
<p>(Core) Organisation and business K14, S7</p>	<p>Describe the IT digital systems and software used in their business and shows how they use them to support production, sales, and customer service.</p> <p>(K14, S7)</p>	<p>None</p>
<p>(Core) Working with a team S6, B2, B3</p>	<p>Works collaboratively with and supports colleagues to deliver the daily workplace requirements whilst taking ownership of their tasks and workload.</p> <p>(S6,B2, B3)</p>	<p>None</p>
<p>(Process Butcher) Organisation and business K28, K29, K30, S21, S22, S23</p>	<p>Explains the parameters of customer specifications or contracts and shows how they adhere to them during meat processing and preparation.</p> <p>(K28,S21)</p> <p>Outlines the importance of foreign body control and metal detection and demonstrates how they contribute to this process.</p> <p>(K29, S22)</p> <p>Demonstrates how they meet key performance indicators through the delivery of volume and pace required for the processing of meat in order to meet them.</p> <p>(K30, S23)</p>	<p>List the actions they take to detect foreign bodies and metal in meat processing and explains why it is important to do this.</p> <p>(K29, S22)</p> <p>Details customer specifications or contracts and explains what happens if these are not met during meat processing.</p> <p>(K28, S21)</p>

Grade	Marks
Fail	Fail to demonstrate all pass criteria
Pass	All of the pass descriptors
Distinction	All of the pass descriptors and all of the distinction descriptors

Interview Underpinned by a Portfolio of Evidence (IPE)

The Independent Examiner must ask questions using the EPAO's questions bank or create their own in line with the EPAOs training. Follow-up questions are allowed where clarification is required. The EPAO must give an apprentice 2 weeks' notice of the interview and the Independent Examiner must have at least 2 weeks to review the supporting documentation. The apprentice must have access to their portfolio of evidence during the interview and can refer to and illustrate their answers with evidence from their portfolio of evidence. The apprentice may choose to end the assessment method early if they are confident they have demonstrated competence against the assessment requirements for the assessment method.

Time

60 minutes are allowed, the IE can increase the time of the interview by up to 10%.

Venue

The interview must take place in a suitable venue selected by the EPAO for example, the EPAO's or employer's premises. The interview can be conducted by video conferencing. The EPAO must have processes in place to verify the identity of the apprentice and ensure the apprentice is not being aided. The interview should take place in a quiet room, free from distractions and influence.



Assessment Specification

The purpose of the independent's questions will be to assess the apprentice's competence against the following themes:

Butchery principles and practices

Storage and stock control

Regulation and legislation

Customer service and stakeholders

Organisation and business

Working with a team

Interview Underpinned by a Portfolio of Evidence (IPE)





Grading criteria & Marks

The IPE is graded fail, pass or distinction.

Grading criteria for the Interview Underpinned by a Portfolio of Evidence

Theme	Pass Criteria (Apprentices must demonstrate all of the pass descriptors for the core and their option)	Distinction Criteria (Apprentices must demonstrate all of the pass descriptors and all of the distinction descriptors for the core and their option)
(Core) Butchery principles and practices K1, K2	<p>Outlines the development of the meat sector and how practices have evolved. (K1)</p> <p>Describes the principles of butchery and slaughter practices including practices such as Halal and Kosher. (K2)</p>	None
(Core) Storage and stock control (K18, S10)	<p>Describes the business's approach to sustainability and how this is applied to the processing and disposal of waste material. (K18, S10)</p>	None
(Core) Regulations and legislation (K20)	<p>Describe the impact of their role in the audit and inspection process. (K20)</p>	<p>Describe the impact of their role in the audit and inspection process and the impact on the business if they failed an element of the process. (K20)</p>
(Core) Customer service and stakeholders (K15)	<p>Describes the customer profile of the business and their purchasing habits. (K15)</p>	None
(Core) Organisation and business (K16, S8)	<p>Explains the business aims objectives and how their work contributes to them and continuous improvement activities which focus on improving sustainability. (K16, S8)</p>	None

(Core) Working with a team (K12, B4)	Explains how they collaborate with others to seek learning opportunities and continuous professional development which supports the working environment. (K12, B4)	None
(Process Butcher) Organisation and Business (K31, S19, S20)	Explains how they contribute to and maximise the saleable yield of the carcasses or primals. Describes how working to the agreed specification for their role contributes to the efficiencies that support the business's key performance indicators(KPIs). (K31, S19, S20)	Explains how they contribute to maximising yields of the carcasses or primals and what impact this has on the business. (K31,S19)

Grade	Marks
Fail	Fail to demonstrate all pass criteria
Pass	All of the pass descriptors
Distinction	All of the pass descriptors and all of the distinction descriptors

4.0 The Final Grade

Final grade information

Observation with Questioning	Interview Underpinned by a Portfolio of Evidence	Knowledge Test	Overall Grading
Any grade	Any grade	Fail	Fail
Any grade	Fail	Any grade	Fail
Fail	Any grade	Any grade	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Distinction	Distinction	Pass	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

If the apprentice fails one assessment method or more, they can take a re-sit or a re-take at their employer's discretion. The apprentice's employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, whereas a re-take does. The apprentice should have a supportive action plan to prepare for a re-sit or a re-take. A re-sit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 4 months of the EPA outcome notification.

Failed assessment methods must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full. Re-sits and re-takes are not offered to an apprentice wishing to move from pass to a higher grade. The apprentice will get a maximum EPA grade of pass for a re-sit or re-take, unless the EPAO determines there are exceptional circumstances.

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 Standard name 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

