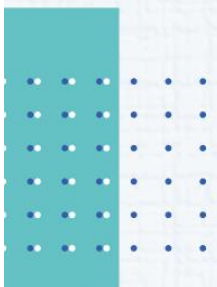
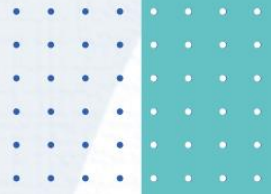


# End-point Assessment Fees Guide



## **INTRODUCTION**

FDQ is the only specialist end–point assessment organisation (EPAO) serving the food and drink industry. FDQ’s fees guide is intended to provide stakeholders with information on the costs and circumstances that apply for the provision and fee setting for all the EPAs that we are approved to deliver.

The Fees guide is working document meaning it is subject to change throughout a calendar year as standards may change and/or as FDQ introduces new occupational EPAs.

## **FDQ AND OUR VALUES**

FDQ is wholly owned by a Skills Charity (Food and Drink Training and Education Council) set up over 20 years ago to serve the food and drink industry with qualification and assessment services. To this end, FDQ is the only food specialist End Point Assessment Organisation (EPAO), and our primary aim is to provide the best quality assured end point assessment services at a fair and reasonable price.

## **POLICY STATEMENT**

FDQ requires the agreed fee to be paid and collected at the earliest opportunity. This means, except in cases where the cost is not known, all fees will be collected within 14 days of the invoice and cleared 7 days in advance of the EPA date. If payment is not made or evidence of a third–party commitment to pay is not produced the EPA cannot take place.

The fee for EPAs is agreed at the earliest opportunity by an FDQ EPA Manager once the apprentice has reached gateway. FDQ will generate the invoice for the EPA once contracts have been issued. This will be the price that has been agreed with the relevant EPAM and the centre. Invoices should be paid within 30 days of the invoice been issued.

## **PAYMENT METHODS:**

For FDQ Centres the usual BACs based payment system applies.

## FEE STATEMENT

The fee's quoted in this guide are split for each standard showing.

- First Attempt Fee** – based on an individual apprentice making their first attempt to complete the EPAs set out in the relevant standard. These are based on the most straightforward scenario and your End Point Assessment Manager (EPAM) will confirm the prices at the initial onsite meeting as discounts can often apply.
- Resit/Retake Fee** – FDQ does NOT aim to 'profit from failure' therefore fees for further attempts of EPA are charged routinely on a cost recovery basis. Please note the percentages for resits are subject to change. This resit fee will be confirmed by the relevant EPA Manager. The final fee depends on a range of circumstances including geographical factors and if the apprentices EPA is conducted remotely or onsite.

## INDIVIDUAL EPA FEES

| <b>L3 EPA Advanced Butcher ST0077</b> |                         |         |
|---------------------------------------|-------------------------|---------|
| First Attempt                         | £1920                   |         |
| <b>Components</b>                     | <b>Resit/Retake Fee</b> |         |
| Knowledge Test                        | £480                    | 25% fee |
| Workplace Observation with Questions  | £960                    | 50% fee |
| Interview                             | £480                    | 25% fee |

| <b>L2 EPA Abattoir ST0418</b>    |                         |         |
|----------------------------------|-------------------------|---------|
| First Attempt                    | £1175                   |         |
| <b>Components</b>                | <b>Resit/Retake Fee</b> |         |
| Multiple Choice Test             | £293.75                 | 25% fee |
| Practical Skills Assessment      | £587.50                 | 50% fee |
| Logbook and Vocational Interview | £293.75                 | 25% fee |

| <b>L2 EPA Butcher ST0078</b>     |                         |         |
|----------------------------------|-------------------------|---------|
| First Attempt                    | £1600                   |         |
| <b>Components</b>                | <b>Resit/Retake Fee</b> |         |
| Multiple Choice Test             | £400                    | 25% fee |
| Practical Skills Assessment      | £800                    | 50% fee |
| Vocational Competence Discussion | £400                    | 25% fee |

| <b>L2 EPA Baker ST0191</b>           |                         |         |
|--------------------------------------|-------------------------|---------|
| First Attempt                        | £1600                   |         |
| <b>Components</b>                    | <b>Resit/Retake Fee</b> |         |
| Observation with Questions           | £800                    | 50% fee |
| Interview underpinned with portfolio | £480                    | 30% fee |
| Multiple choice test                 | £320                    | 2% fee  |

| <b>L4 EPA Brewer ST0580</b>  |                         |         |
|------------------------------|-------------------------|---------|
| First Attempt                | £1575                   |         |
| <b>Components</b>            | <b>Resit/Retake Fee</b> |         |
| Knowledge Test               | £393.75                 | 25% fee |
| Practical Brewing Assessment | £787.50                 | 50% fee |
| Professional Discussion      | £393.75                 | 25% fee |

| <b>L3 EPA Dairy Technologist ST0393</b>                                   |                         |         |
|---|-------------------------|---------|
| First Attempt   | £3900                   |         |
| <b>Components</b>   | <b>Resit/Retake Fee</b> |         |
| Knowledge (Written) Test including invigilation, remarking and moderation | £975                    | 25% fee |
| Project report and presentation with questions                            | £1365                   | 35% fee |
| Professional discussion underpinned by a portfolio of evidence            | £1560                   | 40% fee |

| <b>L2 EPA Fishmonger ST0194</b>   |                         |         |
|-----------------------------------|-------------------------|---------|
| First Attempt                     | £2100                   |         |
| <b>Components</b>                 | <b>Resit/Retake Fee</b> |         |
| Knowledge Test                    | £525                    | 25% fee |
| Practical Observation             | £1050                   | 50% fee |
| Profession and Dialogue Interview | £525                    | 25% fee |

| <b>L2 EPA Food and Drink Process Operator ST0199</b> |                         |         |
|--|-------------------------|---------|
| First Attempt  | £1000                   |         |
| <b>Components</b>                                    | <b>Resit/Retake Fee</b> |         |
| Knowledge Test                                       | £250                    | 25% fee |
| Practical Observation                                | £500                    | 50% fee |
| Professional Dialogue and Interview                  | £250                    | 25% fee |

| <b>L3 EPA Food and Drink Technical Operator ST0196</b> |                         |         |
|--|-------------------------|---------|
| First Attempt  | £2400                   |         |
| <b>Components</b>                                      | <b>Resit/Retake Fee</b> |         |
| Knowledge Test   | £480                    | 20% fee |
| Workplace Observation with Questions                   | £1440                   | 60% fee |
| Interview  | £480                    | 20% fee |

| <b>L3 EPA Food Technologist ST0198</b> |                         |         |
|--|-------------------------|---------|
| First Attempt                          | £2700                   |         |
| <b>Components</b>                      | <b>Resit/Retake Fee</b> |         |
| Written Knowledge Test                 | £540                    | 20% fee |
| Workplace Project and Presentation     | £1620                   | 60% fee |
| Professional Dialogue and Interview    | £540                    | 20% fee |

| <b>L3 EPA Food and Drink Engineering Maintenance ST0195 (AP04)</b>        |                         |         |
|---|-------------------------|---------|
| First Attempt   | £4050                   |         |
| <b>Components</b>   | <b>Resit/Retake Fee</b> |         |
| Knowledge (Written) Test including invigilation, remarking and moderation | £810                    | 20% fee |
| Onsite controlled Practical Observations (x 3)                            | £2430                   | 60% fee |
| Professional Dialogue and Interview                                       | £810                    | 20% fee |

## **GUIDANCE FOR RE-SITS/RETAKES:**

Apprentices who fail one or more EPA components will be offered re-sits/re-takes. Re-sits/re-takes must not be offered to apprentices wishing to move from pass to distinction. A re-sit does not require further learning, whereas a re-take does.

The apprentice's employer will need to agree that a re-sit/re-take is an appropriate course of action. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

Please see relevant EPA guide for information on resit/retake timelines.

Information on maximum grades that can be awarded for resit/retakes can be also found in the relevant EPA guides. EPAOs must ensure that apprentices undertake a different knowledge test, workplace observation specification and interview questions when taking a re-sit/re-take.

Please see individual EPA fees for specific EPA re-sit/retake charges.

## **REFUND OF FEES**

If FDQ cancels an EPA, then any fees paid will be automatically refunded to the applicant organisation.

If the apprentice, training provider or employer cancels their EPA without providing 2 working days' notice to FDQ the fee remains payable as detailed in the EPA Fee Terms and Conditions and any fees paid will not be refunded. This applies at all times and in all situations, including changes of circumstance and cases of hardship.

If the learner is not able to undertake their EPA on account of ill health, then, on the production of medical evidence (e.g. a doctor's note), then a postponement may apply and the EPA could be rescheduled.

The FDQ Chief Executive must approve any refunds/credit notes before issue. In the absence of FDQ's chief executive, FDQ's operations manager will be able to approve any refunds/credit notes.