



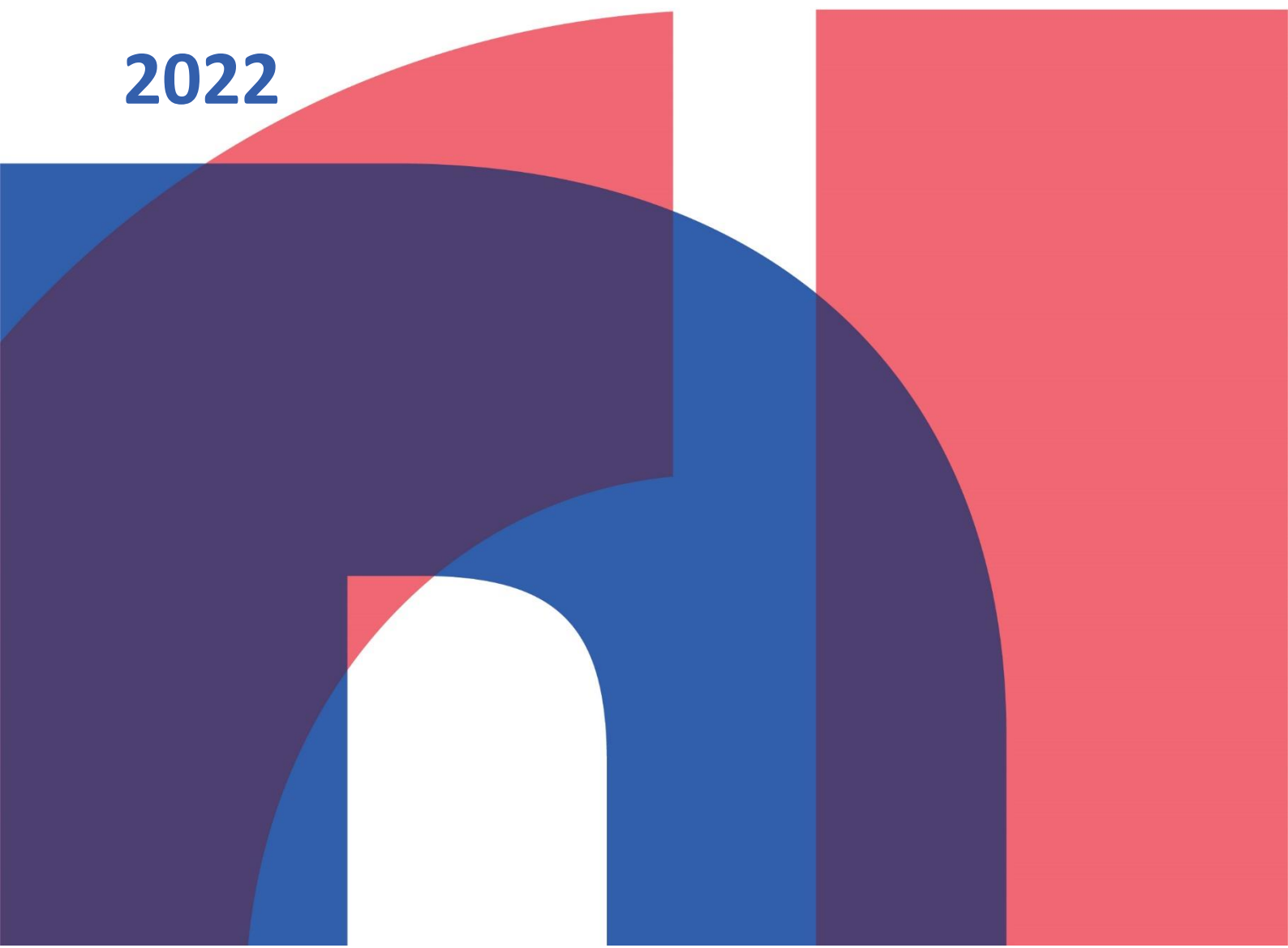
Level 2 Abattoir Worker (Red Meat)

Reference: ST0418

End Point Assessment

Pricing Policy

2022



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1. Introduction

This document contains the policy and procedures relating to the costs, fees and circumstances that apply for the provision and fee setting for a Level 2 Abattoir Worker (Red Meat) apprenticeship end point assessment that FDQ prefers to term as an examination. (EPE)

EPE is a new way of assuring quality in the apprenticeship system. It replaces the previous model of continuous assessment resulting in qualifications. Once an apprentice has completed the on programme period of the apprenticeship, the employer and training provider will confirm readiness for EPE.

Once apprentices have met the gateway requirements and the uploaded evidence is checked, FDQ will commence plans for the EPE. At gateway, the employer and training provider (if applicable) must be satisfied the apprentice is consistently working at, or above, the level set out in the occupational standard and will complete an FDQ Gateway Declaration Form confirming readiness for EPE and be able to provide authenticated evidence (copies of certificates) to confirm achievement of;

- A log book (supplied by FDQ at month 9 of the programme)
- Qualification: Level 2 Award for Proficiency in Protecting the Welfare of Animals at Time of Killing (WATOK)
- Level 1 English and mathematics

In addition, FDQ will need to see evidence of

- English and mathematics test undertaken at level 2.

Assuming all is received the apprentice's application for EPE will proceed to **Gateway** and FDQ will commence talks with the employer and training provider. At these meetings FDQ will often visit the Abattoir and go through the EPE delivery plan including location, logistics, dates and delivery fees. This information is loaded to a Contract of Services that will underpin the agreement between all parties.

The EPE will be completed within a one month of assessment window. The whole assessment process is managed by FDQ with the EPE conducted by an independent examiner (IE) who submits their initial results & grade to a moderation process at FDQ where upon a final outcome is confirmed. The employer and provider will receive a Statement of Result that must be agreed by all parties and upon confirmation FDQ will request the final completion certificate from the Education and Skills Funding Agency (ESFA).

2. 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 to be collected **within 30 days of the invoice**. If payment is not made or evidence of a third party commitment to pay is not produced the EPA results may be withheld.

The fee for a Level 2 Abattoir Worker (Red Meat) end point examination is agreed at stage one. FDQ will generate the invoice for the EPE once contracts are issued **usually 7 days** prior to the appointed EPA date.

The Level 2 Abattoir Worker (Red Meat) end-point examination will take place on an appointed day over a typical period of up to 4 hours with FDQ providing the EPE services for three distinct components:

- i **multiple choice test** (MCT) lasting up to 75 minutes
- ii **observation and questioning** (OWQ) lasting up to 120 minutes

Following a period of moderation, FDQ aims to issue the Statement of Result with 30 days of the EPA date.

3. Information applicants & their employers

Information on fees as contained in this document will be made available to employers to enable them to negotiate and agree the fee with payment to be routed via their preferred RoAPT approved training provider.

4. Payment and Fee Collection

Fees can be paid by any of the following methods:

Choose preferred method 1 or 2	
1	For FDQ centres the usual BACs based payment system applies
2	FDQ can set up a temporary EPE facility for Providers not wishing to purchase FDQ products and services. This will enable contracting and BACs transaction to be made

Temporary EPE facilities will be required to complete a quick application form available from FDQ website <http://www.fdq.org.uk/become-a-centre/>

5. Guidelines for fee setting

The final fee for an Abattoir apprenticeship standard end-point examination will sometimes vary as FDQ in discussion with the employer / provider will consider the following dependent factors;

- **Dual EPAs** – Instances where two apprentices from the same employer/workplace are assessed in the same location on a single day
- **Multiple EPAs** – Where several apprentices can be assessed on the same day in the same location discounts will apply.
- **Geographical** – Where apprentices may be located in areas requiring extended travel and in some cases overnight accommodation for examiners.

The fees shown in this document are assumed on a single applicant basis for EPA.

In summary, the guiding principle for FDQ to be transparent about the fee setting calculation and where savings are applicable to share these with the employer/provider.

6. The Instruments of Assessment – Abattoir Worker

The apprentices will undertake **two discrete** end point examinations

1. Knowledge - Multiple Choice Test (MCT)

The MCT assesses the underpinning knowledge and understanding and comprises 60 x scenario/knowledge questions. Each question must present the apprentice with 4 options, from which the apprentice must select one or multiple correct options. Apprentices will have a maximum of 75 minutes to complete the multiple choice test that is invigilated in a closed book environment.

FDQ will administer the multiple choice test in the presence of a trained administrator/invigilator. The apprentice must score a minimum of 30 to pass and can achieve Distinction by scoring 45 to 60.

2. On the Job Observation & Questioning

The on the job observation & questioning examination will be marked and scored using robust methods of assessment. The observation will result in a pass or distinction grade. FDQ will provide a range of sample materials and specifications for employers and providers that will assist preparations for the apprentices.

Over the course of 90 minutes the independent examiner from FDQ will observe the apprentice carrying out a range of ‘naturally occurring’ tasks and actions across 4 key stages of the abattoir operation. These tasks and actions will often be planned and organised in advance to ensure the apprentice is able to demonstrate the required knowledge, skills and behaviours in the allotted timeframe. The observation will utilise and refer to the apprentice’s **log book** to assist with the planning of the observation i.e. tailoring questions to reflect workplace processes.

The direct observation period may be split into different sessions, to take account of working requirements, working time regulations and to allow the apprentice to move from one location to another. It is expected the MCT & observation with questioning will be completed on a single day.

Question	Answer
<p>How are end point assessments costs calculated?</p>	<p>The Government does not dictate the fee to be charged for end point assessment. Standard apprenticeships are assigned maximum funding rate by the Funding Agency and employers decide the percentage of the overall funding value that is assigned to the occupational assessment plan.</p>
<p>How do employers select and pay for the EPA?</p>	<p>The employer will select the EPAO (FDQ) and negotiate a price for the EPE The price agreed should not usually exceed 20% of the funding band maximum for the standard.</p> <p>The agreed price to be charged will be based on administration and delivery of end-point assessment (eligible costs) and may also comprise an element linked to profit.</p> <p>Payment from the employer to FDQ will be routed through the provider. In order to receive payment FDQ and the provider must have a contract agreed and in place as soon as possible after notification from the employer.</p>
<p>What should the contract between FDQ and provider cover?</p>	<p>This contract must cover roles and responsibilities and a schedule for the channelling of funding through the provider to FDQ.</p> <p>The terms of the contract between the EPAO and the provider must confirm that FDQ is in charge of EPA delivery on behalf of the employer and that the provider is acting as an agent of the ESFA in passing the payment (either from the employer’s apprenticeship service levy account or co-funded) to FDQ.</p>
<p>When can providers expect to receive the final is 20%?</p>	<p>For standards the final payment will be made once the end-point assessment has been completed and the prime provider has informed the ILR for the apprentice. FDQ will;</p> <ol style="list-style-type: none"> 1. Inform the prime provider of the apprentices completion of the on the day it was undertaken. This enables field 21 (funding) of the ILR to be processed and notified to the ESFA. 2. Once results have been agreed, submit a ‘request for final certification’ to the ESFA and alert the provider of this action. This will enable the provider to complete field 28 of the ILR (SUCCESS RATES)

<p>So EPA fees are 'fixed' by Government and set at 20% of the max funding rate?</p>	<p>Not necessarily, EPAOs have a responsibility to price up the EPAs to reflect the different eligible costs such as administration, registration and examination that occur as part of the delivery of the EPE. This will ensure the delivery of a fair, valid and reliable testing experience for the apprentice. Fees therefore will vary according to the requirements of the EPE. In some cases, this will mean the cost of the EPA will be justified at 20% and in other cases it may be lower.</p>
<p>What is the max funding rate for the Level 2 Abattoir Worker Standard?</p>	<p>The Government has assigned a max funding rate of £6,000 to the L2 Abattoir Worker Apprenticeship Standard, therefore the 20% 'completion' payment would be 20% of £6,000 = £1,200.</p>

7. Fee setting & remission rationale

7.1 Single apprentice fee

Max fee scenario	Scenario – Single apprentice takes their EPE in an external assessment facility	FDQ Fee
Single applicant	<p>This price is fixed on the following assumptions</p> <ol style="list-style-type: none"> 1. The employer will offer the facility on a free of charge basis for EPAs to be carried out. 2. The provider will ensure the necessary 'controlled' environment is sufficiently isolated for the EPAs 3. The provider to clean up area following EPA 	<p>Max £1,175 Single Rate</p>
Setting	<p>Apprentices are required to wear PPE and use their own tools/equipment. FDQ will accommodate early starting times and weekends as required.</p>	
Eligible Costs	Normally included within List Price and an eligible cost	
<ul style="list-style-type: none"> Costs associated with the administration, registration and examination of end-point assessments as set out in the standard/s and assessment plan/s 	<ul style="list-style-type: none"> External setting and marking of tests Registration and delivery of on-screen tests Recognition of achievement Feedback, grading and submission for certification Access to video conferencing for remote assessment 	
<ul style="list-style-type: none"> Costs associated with providing guidance and support and the materials (non-capital items) used in the delivery of end-point assessment (equipment or supplies 	<ul style="list-style-type: none"> All support materials & guidance provided to the employer or provider for EPE preparation including, : <ul style="list-style-type: none"> Assessment specifications/Assessment logbooks / Checklists / Exemplars 	

necessary to enable the assessment to take place)	<ul style="list-style-type: none"> Support & training from expert product managers Papers/supplies/software required for the assessment to take place (non-capital items) such as paper tests
<ul style="list-style-type: none"> Costs associated with ensuring trained staff and appropriate premises are available to deliver end-point assessment 	<ul style="list-style-type: none"> Pre-visit to the workplace to ensure suitability of premises & discuss EPA itinerary with all parties Trained Independent End-point examiners Check appropriate premises for EPA activity
<ul style="list-style-type: none"> Costs to support any special arrangements needed to ensure any apprentices with special educational needs, disabilities or with another temporary or permanent debilitating condition can fairly access end-point assessment 	<ul style="list-style-type: none"> All reasonable adjustments requested in line with the Reasonable Adjustments and Special Considerations Written paper exams
<ul style="list-style-type: none"> Costs associated with the development & maintenance of assessment instruments & tools 	<ul style="list-style-type: none"> All preparation assessment materials, tools and instruments
<ul style="list-style-type: none"> Costs associated with any further assessment required by the apprentice to achieve end-point assessment (for instance retakes or resits) 	<ul style="list-style-type: none"> Feedback and area analysis available to providers to support preparation for re-sits/retakes
<ul style="list-style-type: none"> Costs associated with ensuring consistent and robust internal quality assurance (for eg moderation/standardisation of assessment instruments and tools, assessors & decisions) 	<ul style="list-style-type: none"> Internal quality assurance provided by EPAO End-point Assessment Managers (moderation or standardisation) Results generation & issue to respective parties
<ul style="list-style-type: none"> Costs to take account of any EQA charges you may incur and certification charges 	<ul style="list-style-type: none"> All External Quality Assurance costs incurred & certification costs charged to the EPA by the EQA – these can be up to £54 per candidate respectively.

Other scenarios may occur and fees will need to be set on a case by case basis with discrete discounts applying for different types/volumes as considered at the discretion of the CEO.

8. Guidance for re-sits/re-takes

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.

A re-sit/re-take must be taken within 12-weeks of the original fail notification; otherwise the entire EPA must be re-sat/re-taken. The maximum grade awarded to a re-sit/re-take will be pass, unless the EPAO identifies exceptional circumstances accounting for the original fail.

EPAOs must ensure that apprentices undertake a different knowledge test, workplace observation specification and interview questions when taking a re-sit/re-take.

EPA to be undertaken	Proportion of original fee
Theory of butchery knowledge multiple choice test	25% of fee
The butcher practical skills assessment: <ul style="list-style-type: none"> • Meat Supplied • Subject to availability of facility 	50% of fee
Log book & vocational Interview (VIVA)	25% of fee

*FDQ will apply discretion as required for re-sits /re-takes

9. Refund of fees

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

If the apprentice withdraws from their EPA without providing 24 hours' notice to FDQ the fee remains payable as detailed in the *EPA Fee Terms and Conditions (Appendix A)* 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. On occasions where severe weather causes a postponement then some discretion will apply, however FDQ will always endeavour to factor in weather conditions in advance.

The FDQ Chief Executive must approve any refunds/credit notes before issue.

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