		
ISSUED BY: AO Director Caroline Walton	Awarding Organisation Policies and Procedures	**ISSUE DATE:** October 2026 **REVIEW DATE:** October 2027
	Resit & Re-Take Policy	**ISSUE:** V7

Scope and Purpose

This policy outlines the processes to be followed in the case of an apprentice failing one or more of their Apprenticeship Assessment components.

Procedure

An Independent ELS Apprenticeship Assessor will decide on each Apprenticeship Assessment component, providing a aligned grade to feedback. In the event of a fail grade, a resit or retake is required. The Employer and Training Provider will be informed of this result.

A **resit** involves no further training and is simply another chance to undertake the failed assessment component. A resit would occur if an apprentice failed one or more components of their assessment but was close to meeting the pass mark. Following failure, ELS will provide a statement showing the areas where the apprentice has failed but will confirm that no further training is needed.

A **retake**, however, does require additional training. A retake would be offered if the apprentice demonstrates a lack of understanding across several of the assigned Knowledge, Skills and Behaviours (KSBs) and requires further learning in order to achieve at least a pass mark.

If the outcome of the Apprenticeship Assessment requires a retake, the Employer/ Training Provider would need to consider a supportive action plan in response to the weaknesses identified from the failed assessment component. They should estimate a period for the support plan to be introduced, based on how long they consider is needed to help the apprentice to prepare. This period will then be agreed through engagement with ELS.

Resits and retakes cannot be taken with the intention of achieving a higher grade, if the apprentice has already achieved a pass. Re-sits and retakes can only be taken in the event of failure.

Costs

ELS and the Training Provider are not responsible for the costs of arranging a resits. Employers will be invoiced to cover the costs of any resits necessary, unless our Agreement is direct with the Training Provider in which case they will arrange transfer of the required funds between ELS and the Employer. The apprentice's Employer has final discretion over the number of resits the apprentice can take.

If resit costs exceed the total value of the relevant funding cap, no further government contributions will be made, and the Employer will need to meet these additional costs in full.

Apprentices cannot be asked to pay for the costs of training and assessment and are not responsible for resit/retake costs.

Responsibilities

ELS aims to minimise/eliminate the risk of resits and retakes by helping apprentices prepare for their assessments as much as possible. ELS helps apprentices to prepare by:

- Providing assessment guides and mock assessments with clear details of what is required of apprentices.
- Continually sending out reminders to apprentices, by phone, email, social media, posters etc. that they need to prepare
- Checking with the Employers and Training Providers that only apprentices with the appropriate level of Knowledge, Skills and Behaviours (KSBs) go through to the Gateway to completion as part of their learning journey
- Noting individual proposed Gateway to completion dates in order to provide help with resource planning, and for carrying out assessments
- Agreeing ways of working with the Employer and Training Provider, including advanced notification of any changes to the planned Gateway to completion date
- Providing a process for checking with the Employer and Training Provider that the apprentice has met the Gateway to completion requirements
- Checking that reasonable adjustments have been made where required
- Ensuring operational readiness towards delivering Apprenticeship Assessment on time
- Providing Apprenticeship Assessment for the apprentices in a timely manner once they have successfully passed through Gateway to completion
- Communicating all necessary changes of date, venue or method for Apprenticeship Assessment to the Employer and Training Provider in a timely manner

ELS will provide feedback and result statements for every stage of the assessment process, including resits or retakes.

In the event of a fail, and as part of our "Deliver & Award", "Review and Evaluation", "Quality and Continual Improvement" assessment lifecycle process, ELS will review and analyse the reasons why an apprentice has been unsuccessful.

Feedback provided will be stored for 7 years to our ACE360 Learner Management System. The Training Provider can access this feedback and share with both the apprentice and Employer. They can then target areas of weakness during further training.

ELS conduct longitudinal analysis of Apprenticeship Assessment results and continuously look to improve our assessments, ensuring all apprentices are treated fairly.

ELS will also provide Ofqual access to feedback, audits, reviews etc. as and when required.

Qualification

Apprentices will receive their apprenticeship award when all elements of the Apprenticeship Assessment have been successfully completed. Essentially, a minimum of a pass must be achieved for each assessment component for the apprentice to be awarded with the qualification.

If an apprentice has failed an assessment component in the first instance, then the maximum grade achievable upon resit/retake will be capped at a pass, unless ELS identifies exceptional circumstances accounting for the original fail.

Contact Information

Email: assessments@explosivelearningsolutions.com
Telephone: 01235 861805 ext 3
Address: 4 The Terraces, Library Avenue, Harwell Science and Innovation Campus, Didcot, Oxfordshire, OX11 0SG

Review and Version Control

ELS is committed to ensuring all policy documentation is subject to document control and reviewed annually.

RELATED DOCUMENTS:-	**APPROVED BY:-** Caroline Walton, AO Director