

		
ISSUED BY: Caroline Walton Head of EPA	POLICIES & PROCEDURES	ISSUE DATE: October 2022 REVIEW DATE: October 2023
	End-Point Assessment RESIT & RE-TAKE POLICY	ISSUE : V4

Purpose

This policy outlines the processes to be followed in the case of an apprentice failing one or more of their End-Point Assessment (EPA) components.

Resit or Retake

The Independent End Point Assessor (IEPA) will make a decision on each apprentice EPA, should a Resit or Retake be required. The employer and training provider will be informed of this decision.

A Resit involves no further training and is simply another chance to undertake the failed assessment component. A Resit would occur if an apprentice has failed one or more components of their assessment.

Following a failure, ELS will provide a result statement showing the components the apprentice has failed, and that no further training is needed.

A resit cannot be taken with the intention of achieving a higher grade if the apprentice has already achieved a Pass. Resits can only be taken in the event of a failure.

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 KSBs and requires further learning in order to achieve at least a Pass mark.

If the outcome of the End Point 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 of time 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.

Costs for Resits

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. The Education and Skills Funding Agency (ESFA) recommends a limit of 2 Resits, however, more than 2 Resits may be taken if required. The apprentice's employer has final discretion over the number of Resits the apprentice can take.

Apprentices cannot be asked to pay for costs of training and assessment and are not responsible for Resit/Retake costs.

Costs for Resits can be found in Annex A of this document.

Only 20% of the apprenticeship funding band can be used to pay for EPA and Resits.

Costs detailed above must be levied on employers, as part of the final cost of the apprenticeship agreed between training provider and employer. 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.

Responsibility – ELS

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 EPA 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 as part of their learning journey
- Noting individual proposed Gateway 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 date
- Providing a process for checking with the employer and training provider that the apprentice has met the Gateway requirements
- Checking that reasonable adjustments have been made where required
- Ensuring operational readiness towards delivering EPA on time

- Providing EPA for the apprentice in a timely manner once they have successfully passed through Gateway
- Communicating all necessary changes of date, venue or method for EPA to the employer and training provider in a timely manner

ELS will provide feedback and result statements for every stage of the EPA 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” EPA lifecycle process, ELS will review and analyse the reasons why an apprentice has been unsuccessful.

Feedback provided will be uploaded to ACE360 and stored for 5 years. 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 EPA results and continuously look to improve our EPAs 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 EPA 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.

Contact

All enquiries concerning the content of this policy, please contact the ELS EPA Team:

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Annex A - ELS Resit / Retake Fees

Qualification	F2F	Remote
Express Delivery Operative Level 2		
Assessment Component		
Knowledge Test		£100
Professional Interview/Discussion		£220
Practical Demonstration/Role Simulation		£220
Large Goods Vehicle (LGV) Level 2		
Assessment Component		
Knowledge Test		£100
Practical Driving Assessment		£395
Supply Chain Warehouse Operative Level 2		
Assessment Component		
Practical Demonstration		£220
Knowledge Test		£100
Aviation Ground Operative Level 2		
Assessment Component		
Knowledge Test		£100
Observation		£220
Professional Discussion		£220
Business Administration Level 3		
Assessment Component		
Knowledge Test	£100	£100
Professional Interview/Discussion	£220	£220
Presentation with Q&A	£220	£220
Aviation Ground Specialist Level 3		
Assessment Component		
Knowledge Test		£100
Professional Interview/Discussion		£220
Observation		£220
Team Leader/Supervisor EPA Level 3		
Assessment Component		
Knowledge Test	£100	£100
Competency Based Interview	£150	£75
Portfolio of Evidence	-	£175
Professional Interview/Discussion	£150	£75
Aviation Operational Manager Level 4		
Assessment Component		
Written Exam	£380	£380
Reflective Essay & Log of Professional Development	£220	£220
Practical Demonstration/ Role Simulation	£220	-
Associate Project Manager Level 4		
Assessment Component		
Portfolio Review	£220	£220
Presentation with Q&A	£220	£220
Professional Discussion	£220	£160

Improvement Practitioner EPA Level 4		
Assessment Component		
Knowledge Test	£100	£100
Professional Interview/Discussion	£220	£220
Project Report, Presentation & Questioning	£250	£220
Intelligence Analyst EPA Level 4		
Assessment Component		
Knowledge Test	£150	£150
Professional Interview/Discussion	£300	£220
Work-based Project Presentation and Q&A	£300	£220
Ordnance Munitions Explosives Technicians EPA Level 4		
Assessment Component		
Knowledge Test		£150
Portfolio Review		£250
Practical Demonstration		£350
Competency Based Interview supported with Portfolio		£350
Operational & Department Manager EPA Level 5		
Assessment Component		
Knowledge Test	£150	£150
Professional Interview/Discussion (underpinned by Portfolio)	£300	£300
Project Proposal, Presentation and Questioning	£350	£350