

Level 2 General Farm Worker Apprenticeship Standard

Training Provider and Employer Specification

Reference: ST0937



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1. Introduction

This specification serves as a resource for employers and training providers overseeing apprentices enrolled in the ST0937 Level 2 General Farm Worker Apprenticeship Standard, specifically focusing on Assessment Plan Version 1.3. It outlines the procedures for engaging with iPET Network as both an End-Point Assessment Organisation (EPAO) and Independent End-Point Assessor (IEPA) for your apprentices.

The journey of your apprentice through the End-Point Assessment (EPA) process will be coordinated through the EPA platform ACE360. For additional information about iPET Network, please refer to our website: <https://www.ipetnetwork.co.uk>

This guide corresponds to Assessment Plan version ST0937/V1.3. Comprehensive details about this Assessment Plan can be located on the Skills England website.

EPA will comprehensively evaluate the apprentice's proficiency in line with the knowledge, skills, and behaviours mandated by the Apprenticeship Standard. Grading decisions will adhere to the assessment criteria delineated in the Assessment Plan.

The EPA window for this assessment plan spans 3 months following the completion of the gateway phase.

1.1 Support for Training Providers and Employers

This manual is designed to assist training providers and employers throughout the End-Point Assessment (EPA) process. Furthermore, for any inquiries, feel free to reach out to the EPA Team via email at epao@ipetnetwork.co.uk, and we will gladly provide the necessary support.

2. End Point Assessment Fees

Apprenticeship Standard	General Farm Worker
Level	2
iPET Network EPA Fee	£1600
Typical Duration	18 months
Resit/Retake Fees	Knowledge Test: £135 Practical Assessment with Questions: £860 Professional Discussion informed by a Portfolio: £150

Where the EPA components are not completed within the three-month window of the gateway being approved, the EPA process must be started again, and this will incur additional EPA fees.

All fees must be paid before the assessment. Providers and employers are advised to carefully review the payment terms and conditions outlined in the invoicing documentation. The EPA invoice will be generated at the point of Gateway submission.

3. Apprenticeship Standard Occupational Summary

The broad purpose of the occupation is to support the operation of farm enterprises through maintaining a culture of health and safety, biosecurity, engaging with third parties, maintaining crop, animal handling and health, maintenance and cleanliness of machinery. The General Farm Worker will typically be required to drive farm vehicles and must hold the appropriate license. The individual will work alongside the supervisor, supporting daily operations for the farm enterprises including identifying and maintaining animal or plant health performance, conducting routine tasks and assisting with general record keeping practices. The individual will manage the storage of forage and crop, minimising waste and disposing of necessary waste appropriately. Animal welfare and risk awareness and prevention are integral to this occupation.

A General Farm Worker is likely to specialise in Livestock or Crop. This Apprenticeship Standard takes a core and options approach. All apprentices will complete the core and must select the one most appropriate option to their role: Livestock Worker or Crop Worker.

3.1 Knowledge Skills and Behaviours

Throughout the apprenticeship programme, the apprentice will focus on acquiring the necessary knowledge, skills, and behaviours outlined in the Apprenticeship End Point Assessment Plan. This preparation aims to ready the apprentice for the EPA. The occupational competence required for successful completion of the apprenticeship involves ensuring progression to a level where the apprentice demonstrates proficiency in each KSB, with each having a designated method of assessment.

The apprentice will demonstrate proficiency in the following Core KSBs prior to the gateway:

Annex 1

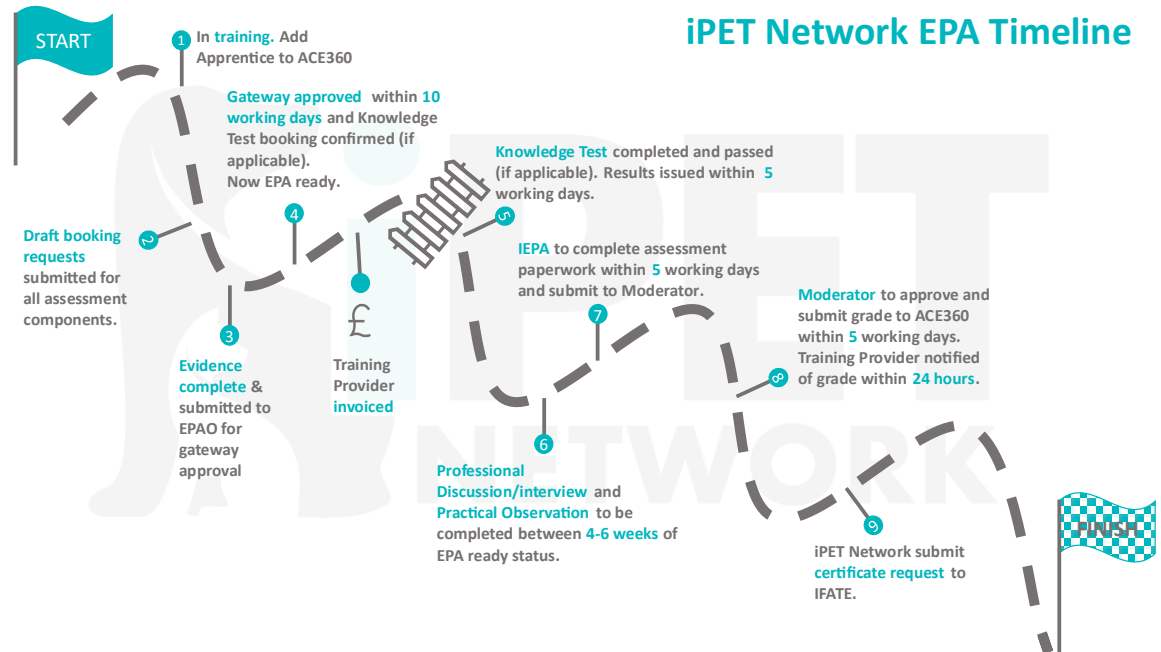
KSB	ASSESSMENT METHOD 1: Multiple Choice Test
K1:	How to prepare risk assessments including identifying risks and hazards on the farm, and where to get advice and guidance.
K2:	The importance of biosecurity and how it is managed.
K3.2:	The zoonotic, non-zoonotic and notifiable diseases (for example, SSE) and their impact on human health.
K4:	The responsibilities relating to movement of livestock, under health and safety and animal welfare legislation, regulation and local policy. This should include suitable methods of restraint and handling for stock of different ages
K7:	The significance of producing crops to specifications and how this can be achieved.
K8:	The most commonly used technology or automation options. For example, Robotic milking, EID tagging, GPS tracking and why maintenance is needed.
K9:	The importance of reducing waste, waste legislation and how this can be implemented in the workplace.
K17:	The manual and electronic records that need to be completed and the importance of doing them.

K19:	Different customer requirements for product quality.
K20:	The five welfare needs of animals: a. its need for a suitable environment (cleanliness and manure management) b. its need for a suitable diet (and water) c. Its need to exhibit normal behaviour patterns d. any need to be housed with, or apart from, other animals in appropriate social groupings e. its need to be protected from fear, pain, suffering, injury and disease injury and disease including legal and appropriate, to livestock's species and age, euthanasia.
KSB	<p style="text-align: center;">ASSESSMENT METHOD 2: Practical Assessment with Questions</p> <p>Core task: Operate a vehicle and attachment relevant to the business and in line with the apprentice's level of certification.</p>
K5:	How to prepare and operate agricultural vehicles in accordance with relevant legislation. For example, tractor, quad bike, All Terrain Vehicle (ATV), Forklift
S5:	Legally operate a farm vehicle and each attachment according to health and safety requirements. For example, tractors and ATVs, along with other vehicles integral to the business.
KSB	<p style="text-align: center;">Core Task: Complete a farm walk and carry out work to maintain farm infrastructure.</p>
K18:	The principles and importance of maintaining farm buildings, field boundaries and fences (electrified and non-electrified). This includes the legal and safety ramifications if maintenance is ineffective.
S2:	Maintain the correct hygiene and biosecurity procedures for the site, in accordance with relevant legal requirements.
S6:	Demonstrate good environmental practice in the workplace, in accordance with environmental assessment plans and associated legal requirements.
S8:	Carry out maintenance of farm infrastructure (including housing for livestock, boundaries and electric or non-electric fences), machinery and equipment, as instructed.
B1:	Acts responsibly to provide a high standard of welfare and biosecurity to livestock and crops under their care.
B8:	Ability to use own initiative and know when to seek help.
KSB	<p style="text-align: center;">Core Task: Assist others with the movement and care of a group of livestock (cattle (beef and dairy), pigs, sheep or goats).</p>
K3.1:	How animal welfare requirements are met and signs of health/ill health in livestock (cattle: beef and dairy, pigs, sheep and goats)

S3:	Check that animal welfare needs related to their environment and housing are maintained, including manure management, ensuring the suitability of indoor and outdoor environment and bedding up of animals.
S4:	Assist with safe restraint, moving and handling of livestock.
B2:	Have a team-based approach to work.
KSB	One of the following options will be selected: Crop task Complete a crop walk to assess health and development of 2 different types of growing crops or plants, including taking 4 soil substrate samples in one field.
K13:	The reasons for monitoring growth of crops including the impact of weather and, or ground conditions, pests, diseases, weeds.
K14:	The process of taking soil samples to identify different soil types and their impact on crops, seed rate and method of establishment.
S13:	Assist with the preparation of ground, including identification of soil condition through soil sampling and preparing crop ready for planting.
S15:	Monitor the growth and development of crops in line with customer specification, as instructed.
KSB	OR the Livestock task: Assess and monitor a group (minimum of 4) of livestock (cattle (beef and dairy), pigs, sheep or goats) to determine their current health and welfare status against relevant legislation and provide food and water to ensure their health and welfare are maintained.
K11:	Feed, nutritional and water requirements of livestock at different stages of production.
S9.1:	Monitor and maintain health and welfare of livestock.
S11:	Provide feed and water to livestock as instructed and report any issues to appropriate person.
KSB	ASSESSMENT METHOD 3: Professional Discussion (underpinned by a portfolio of evidence)
K6:	Concepts of good environmental, social and economic practice, including regulations, subsidies and basic understanding of how to contribute to government-led sustainability and zero carbon targets
S1:	Identify hazards and risks in the workplace, prepare risk assessments and demonstrate high level of health and safety awareness at all times.

S7:	Assist with post-harvest activities to meet crop and forage specifications, in a safe and environmentally acceptable way.
S16:	Complete manual and electronic records in accordance with legislation and the business processes.
S17:	Produce products for sale from the business (e.g. milking, shearing, lambing, harvesting).
B3:	Is customer focused.
B4:	Proactively undertakes continuous professional development
B5:	Able to adapt to change in conditions, technologies, situations and working environments
B6:	A clear and effective communicator.
B7:	Able to give and receive
B9:	Work proactively with internal and external people to achieve positive outcomes.
KSB	Optional Task - Crop
K15:	Correct labelling of resources for transport, assessment of the most appropriate method of transport, safe and correct loading, securing, protection of the load during transportation within the parameters of the farm business.
K16:	The basic principles of sustainable agriculture and Integrated Crop Management (ICM).
S14:	Load, unload and complete paperwork for transportation of resources manually and using loading equipment, according to instruction.
KSB	Optional Task - Livestock
K10:	How to identify the quantity and quality of grass for grazing and crops for forage production, for livestock at different stages of production.
K12:	Basics of reproductive system of male and female livestock. Methods of service to aid conception (for example, artificial insemination, natural conception), pregnancy, parturition and problems that could occur during the reproductive cycle
S9.2:	Monitor and maintain health and welfare of livestock and assist with treatments when appropriate.
S10:	Monitor the quantity and quality of grass and forage crops, and report findings to appropriate person.
S12:	Assist with caring for livestock during the reproductive cycle, from service to weaning. For example, identify signs of heat.

4. End Point Assessment Process



5. Gateway

The gateway milestone is reached when the employer, training provider, and apprentice collectively confirm that the apprentice has showcased the requisite knowledge, skills, and behaviours (KSBs) expected of a proficient General Farm Worker, as outlined in the Occupational Standard End Point Assessment Plan.

The commencement of the End-Point Assessment (EPA) process should only occur once the apprentice's employer is content that the EPA requirements have been fulfilled and can be substantiated to an End-point Assessment Organisation (EPAO). Additionally, the employer should ensure that the apprentice consistently operates at, or above, the proficiency level specified in the Apprenticeship Standard ST0937. Employers may consider seeking guidance from or consulting with the training provider for additional insights.

5.1 Gateway Requirements

To pass through Gateway in preparation for the EPA the apprentice must produce evidence that they have:

- completed a minimum of 12 months of on programme-training
- Apprentices must have achieved all qualifications mandated in the General farm worker occupational standard. The qualifications required, are:
 - Level 3 award or training and assessment in emergency first aid at work minimum 1 day course (face-to-face), carried out by either an awarding organisation, a UKAS accredited trade body or voluntary aid society recognised by government as specified in HSE document GEIS 3.
 - City & Guilds Principles of Safe Handling and Application of Pesticides Guidance or Lantra Safe use of Pesticides
 - 16 – 18 year-old Apprentices must have achieved English and mathematics Level 1 and have taken the assessments for Level 2.
 - 19+ apprentices, functional skills is optional
- collated a portfolio of evidence.
- The training provider will select the relevant pathway the apprentice has worked towards when registering the apprentice on the EPA management platform.

5.2 Portfolio Submission

As part of the Gateway evidence, the apprentice will need to present a portfolio of evidence. There is a mandatory portfolio checklist titled *Level 3 Livestock General Farm Worker ST0937 Portfolio Checklist*. It is important to note that this does not entail submitting the entire on-programme portfolio. A minimum of 15 pieces of portfolio evidence is mandatory.

Requirements for the portfolio are set out below:

Portfolio of Evidence Requirements:

Apprentices must compile a portfolio of evidence during the on-programme period of the

Apprenticeship. It must contain evidence related to the KSBs that will be assessed in the professional discussion. It will typically contain 15 discrete pieces of evidence; the evidence must be mapped against the KSBs

- Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested
- evidence sources may include:
 - o workplace documentation/records, for example, workplace policies/procedures, records
 - o witness statements
 - o annotated photographs
 - o video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources are possible.

- It should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance (for example, witness statements) rather than opinions.

The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this.

The portfolio of evidence must be submitted to the EPAO at the gateway one month before the agreed EPA date.

The assessment does not involve a direct evaluation of the portfolio; instead, it serves as a foundation for the professional discussion and will not receive a mark from the EPAO. The IEPA will examine the showcase portfolio before the interview but will not offer portfolio feedback following the review.

5.3 Uploading Gateway Evidence

The training provider is responsible for enrolling the apprentice for the End-Point Assessment (EPA) via ACE360 with iPET Network. Complete details of the apprentice are essential for registration, encompassing the apprentice's full name, email address and

contact telephone number, Unique Learner Number, employer particulars, as well as the start and end dates of the apprenticeship.

The training provider will upload all of the required gateway evidence, including a gateway declaration form, Health and Safety Location Risk Assessment and any mandated qualifications to ACE360. Health and Safety Location Risk Assessment and any mandated qualifications to ACE360.

5.4 Independent End Point Assessor Allocation

Upon approval of the gateway submission, we will designate one of our Independent End-Point Assessors (IEPAs) to conduct the End-Point Assessment (EPA) for your apprentice. Subsequently, we will validate the EPA booking details through the ACE360 platform.

6. End Point Assessment Components

The End Point Assessment components for the Level 2 General Farm Worker apprenticeship standard consist of the following:

- Knowledge test
- Practical observation
- Professional discussion underpinned by a portfolio

The assessment methods can be delivered in any order. The result of one assessment method does not need to be known before starting the next.

6.1 Knowledge Test

- 45 minutes
- Any suitable location as per iPET Network's Remote Invigilation Policy
- Graded Fail / Pass / Distinction

The knowledge test is a controlled assessment comprising a set of multiple-choice questions. It will include a total of 30 multiple-choice questions, with each question presenting four options, only one of which is correct. Each correctly answered question earns one mark, while incorrect or unanswered questions receive a zero mark.

These questions are formulated based on the knowledge descriptors aligned with the Apprenticeship Standard for this assessment.

The apprentice must take the knowledge test in a suitably controlled environment that is a quiet space and free from distractions and influence. Access to reference books or materials is not allowed.

The knowledge test is taken online and remotely invigilated. Remote invigilation software also allows for the test to be taken at other locations that suit the apprentice. Paper copies are also available on demand.

It is important that the requirements for taking the knowledge test including the room / desk layout and pre-test checks are met. Where these requirements are not met the test could be voided.

6.2 Practical Assessment with Questions

- 6 hours
- Conducted in the workplace or simulated working environment.
- Graded Fail / Pass / Distinction

The following activities must be observed during the observation:

Core task One: Operate a vehicle and attachment relevant to the business and in line with the apprentice's level of certification.

The following activities should be observed:

- complete a dynamic risk assessment of operating a vehicle and attachment relevant to the business, and undertaking a business-related activity
- pre-use checks of the vehicle such as tractor or all-terrain vehicle (ATV)
- connecting an attachment to the vehicle using either a 3-point hitch, draw bar or ball hitch such as a feed/bail/grain/livestock trailer or topper
- manoeuvring the vehicle and attachment for at least a 30-minute duration undertaking a business-related activity

- disconnecting the attachment from the vehicle
- parking and shutdown of the vehicle

Core Task Two: Complete a farm walk and carry out work to maintain farm infrastructure.

The following activities should be observed:

- assess the welfare, hygiene and biosecurity status of the site, livestock, and crops, mitigating risks to maintain high standards
- carry out work to maintain one of the following –
- housing for livestock, boundaries, electric and nonelectric fences, machinery, or equipment
- identify and demonstrate good environmental practices in the workplace

Core Task Three: Assist others with the movement and care of a group of livestock: cattle (beef and dairy), pigs, sheep or goats

The following activities should be observed:

- checking the status of the animal's health and the suitability of their environment
- moving and handling of a group of at least 4 animals
- restraining sufficiently at least 4 animals to enable individual health checks
- 'bedding up' livestock accommodation unassisted

The Apprentice will also complete one of the following optional tasks:

- Crop Worker task OR the
- Livestock Worker task

Crop Worker optional task:

The following activities should be observed:

Complete a crop walk to assess the health and development of 2 different types of growing crops or plants, including taking 4 soil substrate samples in one field

Livestock Worker optional task:

The following activities should be observed:

Assess and monitor a group (minimum of 4) of livestock (cattle (beef and dairy), pigs, sheep or goats) to determine their current health and welfare status against relevant legislation and provide food and water to ensure their health and welfare are maintained

The independent assessor must ask a minimum of 12 questions (**3 questions per task**). They may ask follow-up questions where clarification is required. These will be asked at the end of each individual task.

The independent assessor has the discretion to increase the duration by up to 10% to allow the apprentice to respond to a question.

Each apprentice will complete a total of 4 tasks. Each practical assessment task with questions will typically take 1.5 hours.

6.3 Professional Discussion Informed by a Portfolio

- 60 minutes
- Conducted in the workplace or simulated working environment following the Practical Observation
- The apprentice must have access to their portfolio during this assessment
- Graded Fail / Pass / Distinction

The independent assessor will conduct and assess the professional discussion. The professional discussion must last for 60 minutes. The independent assessor has the discretion to increase the time of the professional discussion by up to 10% to allow the apprentice to complete their last answer. During this method, the independent assessor must combine questions from the EPAO's question bank and those generated by themselves. Apprentices will be expected to refer to examples in their portfolio to support their answers. A minimum of 8 questions should be asked.

7. Preparation for End Point Assessment

Being aware of what to anticipate in each assessment can boost the apprentice's confidence when facing an EPA. As the training provider or employer, you possess knowledge about your apprentice and are in an ideal position to assist and guide them in their preparation for the end-point assessment.

7.1 Preparing the Apprentice for the Knowledge Test

Fully utilise sample papers or assessments to enable the apprentice to practice answering multiple-choice questions at the suitable level.

Ensure you are well-informed about the software requirements and access to the IT platform ROGO. Familiarise yourself with the ***Examination and Invigilation End Point Assessment Policy***.

Check that the apprentice will be taking the test in a suitable environment.

7.2 Preparing the Apprentice for the Practical Assessment with Questions

Regular assessments by the apprentice's work-based supervisor are crucial to verify that the apprentice consistently performs tasks up to the required standard. These checks serve to prevent the development of detrimental habits that could jeopardise the apprentice's success in the EPA.

To enhance readiness for the assessment, the apprentice should practice designated tasks in controlled settings with an assessor, adhering to specified time constraints. This practice helps familiarise the apprentice with the tasks and contributes to reducing stress on the assessment day.

In anticipation of the assessment, the employer must ensure that the apprentice has access to the necessary facilities and equipment as outlined in the assessment plan. If the IEPA determines that the facilities and/or equipment are insufficient for the apprentice to complete the assessment, they reserve the right to cancel the EPA. Therefore, meeting all

requirements is crucial. Any concerns before the assessment day should be directed to the EPA Team for advice.

7.3 Preparing the Apprentice for the Professional Discussion Underpinned by a Portfolio of Evidence

Before reaching the gateway, the apprentice should have fulfilled all the requirements outlined in the apprenticeship standard, ensuring they possess the necessary knowledge, skills, and behaviours to effectively respond to questions during this assessment.

Within a 60 minute timeframe, the apprentice is tasked with answering all the questions. It is advisable to provide support by engaging in mock question sessions beforehand, allowing them to practice delivering concise responses. It's also beneficial for them to practice answering questions from individuals they may be less familiar with. The key to feeling at ease in an assessment environment is through consistent practice.

It is essential to confirm that the apprentice is acquainted with the structure of their portfolio and the mapping of each KSB. This familiarity enables them to effortlessly locate relevant evidence when responding to questions.

8. What to Expect on the Day of End Point Assessment

Please be aware that as part of iPET Network's quality assurance procedures, there might be the presence of a Lead Independent End Point Assessor or Internal Quality Assurer for one or more components of your apprentice's End Point Assessment. In such instances, there is no need for concern; their role will be discreet, and they will neither speak nor participate in the assessment of your apprentice in any manner.

The apprentice must attend adequately prepared for their EPA. It is the responsibility of the employer and training provider to clearly communicate the specifics of when and where the assessments will occur to the apprentice. Providing the apprentice with access to pertinent support resources and opportunities to ask questions will ensure they have a clear understanding of what to anticipate on the assessment day.

8.1 Authenticating the Apprentice's Identification

At the commencement of each assessment component, the apprentice's photographic identification, such as a current passport or driving license, will be verified to ensure authenticity and compliance with the General Data Protection Regulations 2018 (GDPR). In the event that the apprentice does not possess these forms of photographic ID, please contact iPET Network ahead of the scheduled End Point Assessment date.

8.2 Apprentice Instruction and Conduct

Mobile devices must be turned off and left outside the designated room/area for the assessment, except when used to access the portfolio or required as part of an assessment component.

Apprentices are prohibited from possessing unauthorised materials or equipment, such as notes and bags, as their presence will be regarded as a breach of assessment rules.

Compliance with instructions for each assessment, including adhering to exam conditions outlined in the assessment plan, is expected from apprentices. Failure to comply may result in the assessment being halted or deemed invalid.

Given the controlled environment of the assessments, the IEPA will oversee the supervision of apprentices during breaks to uphold the security of the assessment.

8.3 Unexpected Situation or Emergencies

In an emergency, the assessment will be paused and the apprentice will be given the chance to answer the remaining questions or complete the practical tasks when the assessment is able to restart (this may not be on the same day, depending on the nature of the emergency). Any questions asked up to that point will be marked and the apprentice will not be able to return to those questions.

When the assessment resumes, the apprentice will be allowed the remaining time to complete the remaining questions or practical tasks.

If the apprentice feels unwell at any time during the assessment, the Independent End Point Assessor should be notified immediately.

If the apprentice is unable to continue with the EPA the IEPA will pause the assessment and notify iPET Network.

In an emergency, such as the fire alarm sounding, the assessment will be paused and the apprentice will be given the chance to answer the remaining questions or complete the practical tasks when the assessment is able to restart (this may not be on the same day, depending on the nature of the emergency). Any questions asked up to that point will be marked and the apprentice will not be able to return to those questions.

When the assessment resumes, the apprentice will be allowed the remaining time to complete the remaining questions or practical tasks.

If the apprentice feels unwell at any time during the assessment, the Independent End Point Assessor should be notified immediately.

If the apprentice is unable to continue with the apprenticeship assessment the Independent End Point Assessor will pause the assessment and notify IPET Network.

9. Independent End Point Assessors (IEPAs)

IEPAs are recruited and trained to conduct and mark the End Point Assessment. All IEPAs will hold a minimum of 2 years recent significant industry experience they will have also demonstrated experience within the education sector.

All IEPAs will participate in standardisation activities at least annually that will be run by the EPAO.

10. End Point Assessment Marking and Results

The observation with questions and professional discussion underpinned by a portfolio have pre-determined standardised grading criteria as set out in the Assessment Plan. The IEPA can use only these grading criteria to make their judgement.

The multiple-choice test will be automatically marked by iPET Network's secure online e-assessment platform unless completed paper based where a marking guide will be provided.

All elements of the EPA are subject to internal quality assurance once the assessments have been completed.

10.1 Overall Grading

All assessment methods are weighted equally in their contribution to the overall EPA grade. Performance in the EPA will determine the apprenticeship grade of fail, pass or distinction. Independent assessors must individually grade each assessment method, according to the requirements set out in this plan. EPAOs must combine the individual assessment method grades to determine the overall EPA grade.

- Apprentices who fail one or more assessment method will be awarded an overall EPA 'fail'.
- To gain an overall EPA 'pass', apprentices must achieve at least a pass in all the assessment methods.
- To achieve an overall EPA 'merit', apprentices must achieve a distinction in two assessment methods and a pass in the third method.
- To achieve an overall EPA 'distinction', apprentices must achieve a distinction in all three assessment methods.

The final grade decision, subject to Internal Quality Assurance, it is recommended by the IEPA using the grading criteria above and guidance and documentation provided by iPET Network. Once internal quality assurance processes have been completed iPET Network will confirm the final grade.

10.2 Publishing Results

Once iPET Network has received the results of each element of the EPA and internal quality assurance processes have been followed, results will be provided to the training provider to disseminate to the employer and apprentice. Results are provided within 10 working days to the training provider following the apprentice's completion of each component of the EPA.

For successful apprentices:

- Confirmation of the element grade i.e. Pass. or Distinction will be entered onto ACE 360 for each component of the EPA.

For unsuccessful apprentices:

- For the element that the apprentice has been unsuccessful in a Fail grade will be entered on ACE360 and feedback will be uploaded to assist the apprentice in preparing for a resit or retake. For the observation with questions and the professional discussion this will consist of IEPA feedback on the areas not achieved and for the multiple-choice test this will consist of a breakdown of the areas of weakness in the knowledge test results.

11. Re-sits and Re-takes

Apprentices who fail one or more assessment method/s will be offered the opportunity to take a resit or a retake at the employer's discretion. The apprentice's employer will need to agree that either a resit or retake is an appropriate course of action. A resit does not require further learning, whereas a retake does. Apprentices should have a supportive action plan to prepare for a resit or a retake. The timescales for a resit/retake are agreed between the employer and EPAO. A resit is typically taken within 2 months of the EPA outcome notification. The timescale for a retake is dependent on how much retraining is required and is typically taken within 3 months of the EPA outcome notification. All assessment methods must be taken within a 6-month period, otherwise the entire EPA will need to be resat/retaken. Resits and retakes are not offered to apprentices wishing to move from pass to a higher grade. Where any assessment method has to be resat or retaken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a resit or retake.

12. Certification

iPET Network will apply for the Apprenticeship Certificate on the day of disclosing the apprentice's overall result in the End-point Assessment. The DFE will then dispatch the

Apprenticeship Certificate to the employer of the apprentice via recorded delivery. This process may take an additional 20 days from the date of application by iPET Network.

13. End Point Assessment Cancellation

There may be instances where it becomes necessary to cancel or reschedule an EPA booking. Depending on the time remaining between the cancellation and the scheduled EPA event, relevant fees for cancellation or amendment may apply. Please refer to the **End Point Assessment Lead Training Provider / Employer Centre Pack**.

14. End Point Assessment Enquiry or Appeal

The apprentice has the right to make an assessment appeal for part or all of their end-point assessment; please refer to the iPET Network website for the full list of Policies and

Procedures: [iPET Network: International Pet Education and Training Network | iPET Network: Regulated Qualifications in the Canine and Feline Sector](#)

Version Control

Date of Amendment	Version Number	Amendments
23/09/2025	1.2	Updated Standard Version