

Level 3 Livestock Unit Technician Apprenticeship Standard

Training Provider and Employer Specification

Reference: ST0938



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1. Introduction

This specification serves as a resource for employers and training providers overseeing apprentices enrolled in the ST0938 Level 3 Livestock Unit Technician 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 ST0938/V1.3. Comprehensive details about this Assessment Plan can be located on the Skills England website.

An End Point Assessment (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 approval.

1.1 Support for Training Providers and Employers

This manual is designed to assist training providers and employers throughout the End-Point Assessment 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	Livestock Unit Technician
Level	3
iPET Network EPA Fee	£1800
Duration	18 months
Resit/Retake Fees	Knowledge Test: £150 Practical Observation: £960 Professional Discussion informed by a Portfolio: £150

This EPA should be completed within an EPA period lasting typically 3 months.

All fees must be paid before the EPA. The EPA invoice will be generated at the point of Gateway approval.

3. Apprenticeship Standard Occupational Summary

The broad purpose of the occupation is to operationally manage the livestock related tasks on the farm such as animal health and welfare from conception and birth through to the customer; and to support business productivity. The individual will make key decisions on a day-to-day basis to ensure the protection of their own and health and safety of others. This includes ensuring the standards of cross compliance, farm assurance, biosecurity and infrastructure security are met. The Livestock Unit Technician will usually only work with one species. The role will include the safe use and maintenance of farm vehicles, including the equipment used for transporting or producing feed. The individual will be required to understand, record and meet the business Key Performance Indicators that are set out by the employer.

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 (refer to Annex A) 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 designated method of assessment.

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

Annex A

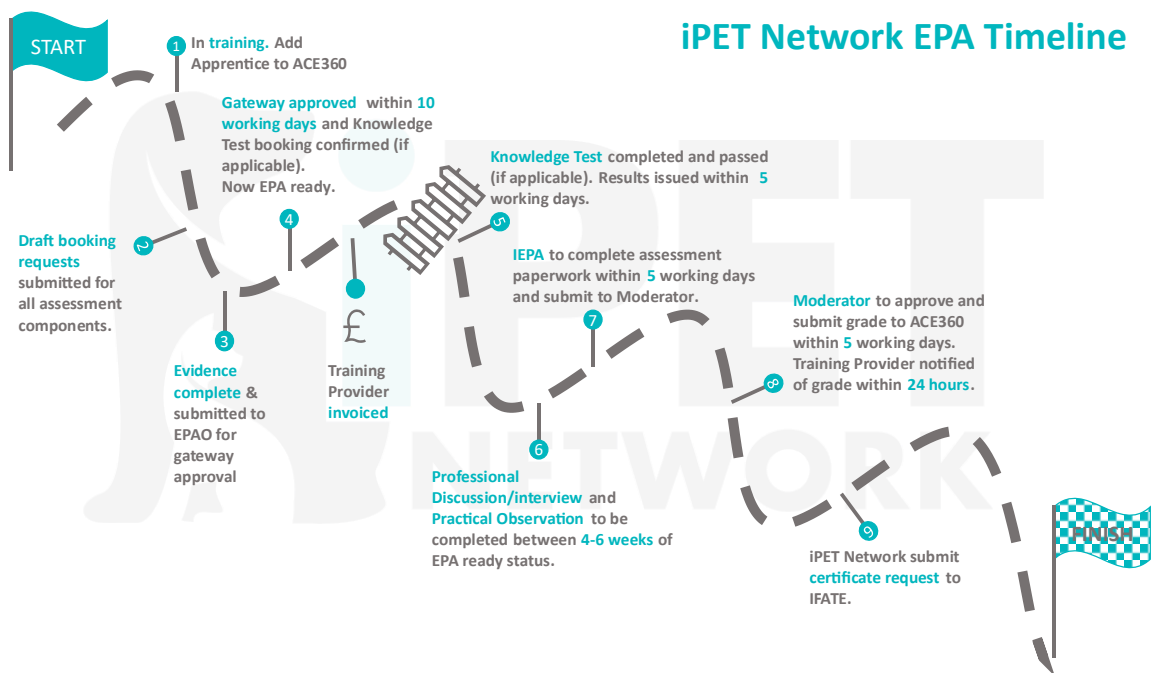
KSB	ASSESSMENT METHOD 1: Multiple Choice Test
K3:	The legal and operational aspects of livestock record keeping and the importance of maintaining and reporting on such systems (both written and digitally)
K4:	Breeding and production cycles for commonly farmed livestock and how to correctly manage livestock pre-, during and post-parturition, to meet animal welfare and operational requirements
K5:	The different types of technology and systems used in livestock production, their benefits and how to prepare, maintain (e.g. cleaning, repairing minor faults) and use them. For example, robotic milking, EID tagging, GPS tracking
K6:	The legislation applicable to working with farm equipment. This must include provision and Use of Work Equipment Regulations 1998 (PUWER) legislation
K11:	Welfare requirements of livestock in accommodation at different stages of production cycle and how they can be achieved, including management of manure
KSB	ASSESSMENT METHOD 2: Observation with Questions Task 1: Assess feed supply regarding its quality and quantity for purpose
K2:	The digestive process of livestock (cattle (beef and dairy), pigs, sheep and goats) and how this can be managed by nutritional support
K9:	The different types of grasses, forage crops and bought-in feed used to support livestock nutrition, and how to assess and manage them for optimum performance
S2:	Manage, monitor and evaluate the financial viability of delivered diets, using relevant resources
S9:	Ensure that grass and forage crops are of the appropriate quality and quantity in accordance with farm KPIs

KSB	ASSESSMENT METHOD 2: Observation with Questions Task 2: Select livestock to meet a business purpose specification, prepare documentation and allocate resources. For example: internal transfer, external sale or readiness for joining the breeding or milking herd/flock
K14:	The importance and practice of selecting and preparing livestock for sale or transfer
S1 (in part):	Plan, implement, monitor and review health and safety of self, others and livestock, including risk assessments and biosecurity policy
S10:	Plan, implement, monitor and review movement of livestock at different stages of production cycle, including preparation of movement documents and allocating resource
S14:	Select and prepare livestock for sale or transfer in accordance with health and safety requirements
B3:	Is customer-focused
KSB	ASSESSMENT METHOD 2: Observation with Questions Task 3: Safely handle, move, restrain and process a minimum of 5 livestock animals through health checks, working with others
K1:	Health and safety processes and practices relevant to livestock management. This includes development and implementation of health and safety plans and risk assessments; health and safety for self and visitors; biosecurity and infrastructure requirements
KB:	How to establish current health status of stock, to prepare health and welfare plan
K10:	The importance and methods of ensuring that the movement of livestock is planned and communicated clearly to all relevant parties
S1 (in part):	Plan, implement, monitor and review health and safety of self, others and livestock, including risk assessments and biosecurity policy
SB:	Implement, monitor, manage and review livestock health and welfare plan
S10:	Plan, implement, monitor and review movement of livestock at different stages of production cycle
B1:	Acts responsibly to provide a high standard of welfare and biosecurity to livestock, self and others under their care
B2:	Have a team-based work ethic
B6:	A clear and effective communicator
KSB	Assessment method 3: Professional discussion underpinned by a portfolio

K7:	How to prepare and implement health and welfare plans and schedules, identifying priorities, resources required and critical activities to achieve desired KPIs, including identification of Zoonotic, non-zoonotic and notifiable diseases (for example, BSE) and their impact on human health
K12:	The market factors such as price, supply chain requirements, new legislation and relevant industry welfare codes, and the impact these have on the business
K13:	Range of stakeholders relevant to farm business and their potential impact on business success
K15:	Operating instructions and legal requirements for operating commonly used farm vehicles with a range of attachments. For example, tractor, ATV, quad bike
K16:	The 5 welfare needs of animals: a. its need for a suitable environment 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 (including the different methods of euthanasia depending on livestock species)
K17:	Impact of farm working practices on social, economic and environmental sustainability, including a basic understanding of how to contribute to government-led sustainability targets
S3:	Maintain, analyse and utilise production records (both written and digital) to improve productivity and aid compliance
S4:	Implement breeding plan, monitor and manage the livestock's physical condition and check that selected stock are in the correct condition for breeding
S5:	Use the most appropriate technology or digital system (e.g. robotic milking, EID tagging, GPS tracking) to ensure that livestock performance is optimised, and its health and welfare are maintained
S6:	Prepare, maintain and operate a farm vehicle, and attachments, in different environmental and ground conditions
S7:	Carry out day-to-day management of unit conforming to current welfare legislation and current industry welfare codes, including planning for personnel, and undertake key activities, to meet KPIs
S11:	Plan and implement cleaning procedures across the livestock unit, including management of manure and manage livestock in accommodation
S12:	Implement changes to policy and working practice, based on market factors such as price, supply chain requirements and new legislation
S13:	Establish and maintain relationships with stakeholders to support business operation and development
S15:	Identify need for euthanasia, contact relevant professionals and complete necessary paperwork
B4:	Proactively undertakes continuous professional

B5:	Able to adapt to change in conditions, technologies, situations and working environments
B7:	Able to give/receive information accurately, timely and accurately
B8:	Ability to use initiative and know when to seek help
B9:	Works proactively with internal and external people to achieve positive outcomes

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 Livestock Unit Technician, as outlined in the Occupational Standard End Point Assessment Plan.

The commencement of the 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 EPAO. Additionally, the employer should ensure that the apprentice consistently operates at, or above, the proficiency level specified in the Apprenticeship Standard ST0938. 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 Livestock Unit Technician 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 Level 2 Principles of Safe Handling and Application of Pesticides Guidance or Lantra Safe use of Pesticides
 - Apprentices must have achieved English and mathematics assessments in line with the *Apprenticeship Funding Rules*
- 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 Unit Technician ST0938 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 by 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 professional discussion but will not offer portfolio feedback following the review.

To facilitate answering questions during the professional discussion, the apprentice must have a readily accessible portfolio for reference. Consequently, it is crucial to meticulously organise the portfolio to provide clear support for their assessment.

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.

5.4 Independent End Point Assessor Allocation

Upon approval of the gateway submission, we will designate one of our IEPAs to conduct the 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 3 Livestock Unit Technician apprenticeship standard consist of the following:

- Knowledge test
- Observation with question
- Professional discussion informed 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

- 30 minutes
- Completed computer-based or paper-based
- Graded Fail / Pass / Distinction

The knowledge test is a controlled assessment comprising a set of multiple-choice questions. It will include a total of 20 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 Observation with Questions

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

The following activities must be observed during the observation:

- **Task one:** Assess feed supply regarding its quality and quantity for purpose
- **Task two:** Select livestock to meet a business purpose specification, prepare documentation and allocate resources For example, for internal transfer, external sale or readiness for joining the breeding or milking herd/flock

- **Task three:** Safely and effectively process a group of 5 livestock animals working with others to move, handle and restrain them sufficiently to conduct health checks and prepare them for treatments.

Task one will typically take 1 hour and tasks two and three will typically take 2 hours. The independent assessor has the discretion to increase the duration of the whole observation with questions, by up to 10% to allow the apprentice to complete a task or respond to a question.

The independent assessor must ask a minimum of 12 questions (**4 questions per task**). They may ask follow-up questions where clarification is required.

The time for questions asked during the observation is included in the overall assessment time. Questions may be asked by the independent assessor during natural pauses in the task or at the end of each task.

6.3 Professional Discussion Informed by a Portfolio

- 60 minutes
- Conducted in the workplace or simulated working environment following the Practical Observation
- Graded Fail / Pass / Distinction

The Professional Discussion is a structured discussion between the Apprentice and the EPAO's IEPA. The professional discussion must last for 60 minutes. The IEPA has the discretion to increase the time of the professional discussion by up to 10% to allow the apprentice to complete their final 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 12 questions should be asked. The independent assessor should ask sufficient questions to provide the apprentice with the opportunity to cover the full range of KSBs mapped to this method.

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 mock 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. 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 Observation

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 Informed 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 2 methods and a pass in the remaining method. To achieve an overall EPA 'distinction', apprentices must achieve a distinction in all 3 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.
- An overall grade will be awarded for EPA, e.g pass, merit or distinction

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

If an apprentice does not succeed in one or more assessment methods, they may have the opportunity to re-sit or re-take, The timescales for a re-sit or re-take is agreed between the employer and EPAO. A resit is typically taken within 2 months of the EPA outcome notification. The timescale for a re-take is dependent on how much re-training 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 re-sat/re-taken. Re-sits and re-takes are not offered to apprentices wishing to move from pass to a higher grade. Where any assessment method has to be re-sat or re-taken, the apprentice will be awarded a maximum EPA grade of pass, unless the EPAO determines there are exceptional circumstances requiring a re-sit or re-take.

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
15/09/2025	1.2	Updated Standard Version