

Re-sit and Re-take Policy

Version 4.0 (October 2018)

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Document History

Version Number	Date	Reason for Revision
1.0	March 2017	First draft
2.0	December 2017	Amended following comments from the Governing Body
3.0	January 2018	Changed from fee to price. Additional detail following updates to the Conditions of acceptance for EPAOs.
4.0	October 2018	Front page, contents page and version control added. Document History relocated.

Purpose

The purpose of this document is to detail the policy on policy re-sits and re-takes within end-point assessment (EPA).

Definitions

- Re-sit – the re-sit of a mandatory qualification or end-point assessment activity where additional training does not take place
- Re-take – the retake of a mandatory qualification or end-point assessment activity where additional training does take place

Funding

The Education and Skills Funding Agency (SFA) Funding Rules (April 2017) state that re-takes can be publicly funded: “Funding to re-takes mandatory qualifications or the EPA, providing additional learning takes place”. Public funding cannot be used for re-sits where no additional learning takes place (re-sit).

Where total costs for end-point assessment are higher than 20% of the funding band as a result of the re-take, the difference must be paid by the employer.

EUIAS Approach

The EUIAS prices apply irrespective as to whether additional learning has taken place and as such there is no differentiation between re-sit and re-take prices.

The price will depend upon the apprenticeship and EPA activity being re-taken. However, if any element of the EPA remains a ‘fail’ by the end of the EPA period, or of the end-point assessment activities have not been completed within the published timeframes of the assessment plan, the apprentice will be classified as a fail and will need to re-enter EPA, and the full EPA price will be charged.

An apprentice cannot re-sit or re-take to move from a pass to a distinction.

Unless stated within the assessment plan the number of re-sits or re-takes is at the discretion of the employer but subject to the maximum duration of end-point assessment.

Re-sits / re-takes of knowledge tests

If an apprentice does not achieve a pass the first time, the employer must work with them to agree a remedial action plan and resit/retake in line with the requirements in the published assessment plan.

Re-sits or Re-takes will incur a price to cover:

- the delivery of a new knowledge test;
- the hire of test centre premises, if applicable;
- marking of a new knowledge test;
- invigilation of a new knowledge test.

Re-sits / re-takes of Trade Tests, Work Observations, and Observations of Practical Activities

If the apprentice does not achieve a pass first time, a decision on whether to allow re-sit or re-take rests with their employer, unless specified within the assessment plan. All apprentices that fail must have a remedial action plan in place. Any re-sits or re-takes, must take place within the timeframe allowed for EPA.

Re-sits or Re-takes will incur a price to cover:

- the technical experts used to assess the trade test/work observation and travel expenses;
- the premises and equipment for the trade test/work observation, if applicable.

Re-sits / re-takes of Technical Interviews

If the apprentice does not achieve a pass first time, a decision on whether to allow re-sit or re-take rests with their employer, unless specified within the assessment plan. All apprentices that fail must have a remedial action plan in place. Any re-sits or re-takes, must take place within the timeframe allowed for EPA.

Re-sits or Re-takes will incur a price to cover:

- the technical experts used to deliver and assess the interview and travel expenses;
- the premises for the interview.

Re-takes of work log reviews and summative assessments

It is the responsibility of the employer and training provider to ensure that the apprentice has built up sufficient detail within their work log and portfolio to meet the knowledge, skills and behaviours of the standard. If the apprentice does not achieve a pass first time their work log and portfolio summative assessment, then employer must work with the apprentice to put in place a remedial action plan in order to provide parity of opportunity for the apprentice to gather their additional/outstanding evidence requirements.

A re-take of a portfolio summative assessment is only eligible to achieve a pass.

Re-sits or Re-takes will incur a price to cover:

- the technical experts used to assess the portfolio and travel expenses.

Re-sits / re-takes at final grading

If any of the EPA activities being re-sat or re-taken cause a need for a discrete final decision panel or external examiner visit, a price will be charged to cover the experts involved, their expenses, and the facilities.

Re-sits / re-takes when the employer provides the technical experts or facilities

If an employer is providing the facilities and/or materials for the re-sit or re-take then the re-sit or re-take price will be adjusted to remove the cost of the facilities and/or materials.

Some apprenticeship assessment plans allow the employer to provide the technical experts for end-point assessment activities (subject to approval / appointment by the end-point assessment organisation). Where this situation occurs the re-sit or re-take price will be adjusted to remove the cost of the expert.