

# Resit Policy(EPA)

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## 1. Policy Statement

This policy outlines the processes to be followed should an apprentice fail any element of their end point assessment. A resit involves the apprentice sitting one or more failed assessment components again, without the need to undertake further training.

## 2. Scope

If an element is failed Smart Awards will provide feedback to the employer and the apprentice, including areas for improvement. The employer will then decide if the apprentice should resit the failed element. Only elements which are graded as “fail” will be eligible for a resit. Results of the other elements will stand and will not be affected by the resit process. If a resit is requested by the employer a decision must be made as to whether the apprentice requires additional training before the resit takes place. The number of resits that can be taken by an apprentice will be at the discretion of their employer, unless the assessment plan limits this to one.

## 3. Responsibility

All resits are at the discretion of the employer and if an apprentice fails a resit the employer will decide if further attempts can be made.

## 4. Policy and implementation

### Timeframes

If an apprentice is not successful, they can be resubmitted for all or part of the EPA after an appropriate period of additional training. We would suggest that apprentices wait for at least one month before resitting to allow for the preparation of additional evidence. To ensure currency of evidence we would suggest apprentices resit within six months. However, please note all the end-point assessment requirements must be passed within a 12-month period, otherwise the apprentice will be required to resit all elements of the EPA, even those elements they have already passed.

### Costs

There will be one free resit for multiple-choice tests. All other observation and discussion-based element assessments that need to be retaken will be charged at a set rate based on the structure and the assessment type.

It is recommended that employers, training providers and EPAOs agree how any resits will be paid for at the beginning of their contract. Employers and training providers should also agree in advance who will pay for resits not included in their contract.

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

If no additional training is required, the employer must pay the cost of the resit. Once the decision to resit has been made and a price agreed, Smart Awards will appoint an external assurer to coordinate with the employer and arrange the resit. This may be a different assurer from the one who carried out the original end point assessment.

Only 20% of the apprenticeship funding band can be used to pay for EPA and resits. Costs above that must be paid by employers out of the final cost of the apprenticeship agreed between 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.

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The learner will not receive their apprenticeship award until all elements of the end point assessment have been completed successfully.