



Resit Policy

Document Number 99A

June 2020 V6

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POLICY STATEMENT

1. 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.

SCOPE

2. If an element is failed Smart Awards will provide feedback to the employer and the apprentice, including areas for improvement. The employer/ training provider will then decide if the apprentice should resit or retake the failed element.
3. Apprentices who fail one or more assessment method will be offered the opportunity to take a resit or a retake. When the result notification recommends a re-take, the employer and training provider should consider a supportive action plan that responds to the weaknesses identified from the original EPA result notification. The action plan should clearly state the nature and extent of the re-training and include the estimated time to prepare the apprentice for the retake. The timescales and fee for a retake must be agreed between the employer and Smart Awards.
4. A resit involves the apprentice sitting one or more failed assessment components again, without the need to undertake further training. Smart Awards will provide a result statement showing the assessment components the apprentice has failed and that no further training is needed. A resit cannot be taken with the intention of increasing the original grade if an apprentice has passed their EPA. Resits are only to be taken in the event of a failure.
5. 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. 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. Smart Awards recommends a limit of 2 resits, however more than 2 resits can be taken if needed, unless otherwise specified in the assessment plan. If any part of the EPA is retaken, then the final grade will be capped at a merit.

SQA ACCREDITATION PRINCIPLES

6. Principle 5. The awarding body shall provide clear information on its procedures, products and services and ensure that they are accurate and appropriate to SQA accredited qualifications.

RESPONSIBILITY

7. All retakes and resits are at the discretion of the employer/training provider and if an apprentice fails a resit the employer/ training provider will decide if further attempts can be made.
8. This policy is for end point assessments offered by Smart Awards. This policy is for employers and providers accessing Smart Awards end point assessments and related services and all those involved with the development, delivery and quality assurance of Smart Awards end point assessments. Smart Awards has overall responsibility for ensuring this policy complies with our legal and ethical obligations, and that all those under our control comply with it. Smart Awards has the day-to-day responsibility for

implementing this policy and for monitoring its use and effectiveness and dealing with any queries on its interpretation.

R	Responsibilities	The person who actually carries out the process or task. The person is responsible for action/implementation. Responsibilities can be shared											
A	Accountabilities	The person who is ultimately accountable for the process or task being completed and who has the authority to make decisions, yes or no authority and veto power. Responsible person (s) are accountable to this person. Only one A can be assigned to a task											
C	Consulted	The person to be consulted prior to a final decision or action (two-way communication). People who are not directly involved with carrying out the task but are consulted with.											
I	Informed	Anyone whose work depends on the process or task and who has to be updated about the progress after a decision or action has been taken (one-way communication).											
POLICY													
		BOARD	CEO	MD	OPS DIRECTOR	QUALITY PORTFOLIO MANAGER	STANDARDS COMPLIANCE OFFICER	QUAL ADMIN OFFICER	IT CONSULT	FINANCE AUDITOR	EQA	NOPS BOARD	EMPLOYER TRAINING PROVIDER
Resit		A	R	R	R	R	R	C	I	I	C	I	R
ASSOCIATED POLICIES													
Certification													
End Point Assessment development													
Holiday/Sickness Cover													
The MD, CEO and Operations Director cover holiday/sickness and absenteeism for areas where the person is responsible for action/implementation of a task. The MD, CEO and Operations Director hold company wide experience to be able to carry out these tasks and hold no conflicts of interest.													

POLICY AND IMPLEMENTATION

9. 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.
10. 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.
11. 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.
12. Apprentices cannot be asked to pay for costs of training and assessment and are not responsible for resit costs.
13. 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.

14. 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.
15. The apprentice will not receive their apprenticeship award until all elements of the end point assessment have been completed successfully.

REVIEW OF THIS POLICY

16. This policy is reviewed and revised annually in response to feedback, changes in legislation and guidance from the regulators, SQA Accreditation or Ofqual.

PROCESS FOR REQUESTING A RESIT

Process Step Description	Process	Person Responsibility	Organisation Responsibility
Notification issued to Smart Awards via SAMS	Process	Employer/ Training Provider Manager	Employer/ Training Provider
Apprentices takes resit	Process	Assessor	Employer/ Training provider
Resit grading outcome	Decision	Assessor holds responsibility and experience to make decisions on assessment outcomes	Employer/ Training provider
Grade added to SAMS	Process	Assessor/ Training provider Manager	Employer/ Training provider
Certificate awarded	Process	Standards and Compliance Officer	Smart Awards
Stop	End		Smart Awards