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Questions and Answers

Transitioning to the new retail apprenticeship standard

29 June 2017

Can the training provider invigilate the on demand test for EPA?

Yes the centres can invigilate the exam element of the end-point assessment (EPA) as long as they meet City & Guilds requirements for invigilation.

When will the PD planning be sent to enable the learner to prepare? How far in advance?

Any relevant professional discussion preparation material will be forwarded to the centre for the apprentice soon after they have agreed the time and date for EPA with City & Guilds.

Are there dates for when the manual will be ready?

The manual is currently under development and it is anticipated that this will be ready for autumn.

Can we start delivery now?

Yes.

When will the Retail Manager be available?

We are currently seeking employer endorsement and commitment for the Retail Manager standard. If you are an employer with a number of apprentices wishing to undertake this standard please [contact us](#).

EPA registration 90 days prior is that before 12 months or at 12 months?

You can book EPA assessment with us up to 90 days prior to assessment as long as the EPA event occurs at least 12 months after the start of the apprenticeship as the standard specifies the apprenticeship has a 12month minimum duration.

How many resits can be taken?

Unlimited, however, each resit is at a cost.

Can we start delivery of Retail Manager now?

No we do not have this, it is currently under development.

Who pays for resits?

Resits can be paid for out of the funding allowance up to the value of the agreed contract value of the apprenticeship. If further money is required this will be at the cost of the employer/ provider subject to the terms and conditions contact between them.

Do you have a scheme ref yet? Such as 1013-22 etc.

Yes, it is 9306.

What will be cancellations timings be for EPA?

Cancellation charges will be calculated on a sliding scale the closer to the event the higher the charge till full price will be expected to be paid.

Can you clarify the gateway requirements?

The independent end assessment is synoptic, which means it takes an overview of the apprentices' competence. The end assessment should only commence once the employer is confident that the apprentice has developed all the knowledge, skills and behaviours defined in the apprenticeship standard which, as a best practice recommendation, could be clearly evidenced by the on-programme progression meetings and records. The independent end assessment ensures that all apprentices consistently achieve the industry set professional standard for a retailer.

Prior to independent end assessment the English and maths components of the apprenticeship must be successfully completed.

Please see page 3 of the [Assessment Plan](#).

Are resit breakdown costs on the website?

We put our prices on Walled Garden. Where information is missing, it will be added as soon as possible.

Will there be a standard EPA observation made?

At the learner's place of employment.

Will there be workshops available regarding EPA process?

Yes – we will be hosting further webinars and events around the EPA process – dates to be confirmed.

Can assessors of your own organisation be end-point assessors and carry out EPA for learners that aren't assigned to them?

Any occupation relevant assessors can apply to be IEPAs, however, they can't assess learners that they have any links to. The IEPA must be completely independent and not associated to the apprentice in any way.

Will there be EPA training sessions?

Yes – dates to follow.