

The CIPD Re-sit/Re-take Policy

Following End Point Assessment for Learning and Development

1. Introduction and Scope

This policy has been developed for training providers, employers and apprentices and should also be referenced by CIPD staff and CIPD assessors.

The purpose of this document is to detail the CIPD policy for resits and retakes following end-point assessment (EPA) of the following apprenticeship standards, as approved on the Education and Skills Funding Agency's (ESFA) Register of End Point Assessment Organisations (EPAO):

- Level 3 Apprenticeship Standard – Learning & Development Practitioner
- Level 5 Apprenticeship Standard – Learning & Development Consultant/Business Partner

An apprentice is ready for EPA when they have completed all on-programme training, achieved the mandatory aspects of the apprenticeship standard and the employer has confirmed they are confident the apprentice has achieved occupational competence.

The final decision as to whether the apprentice is ready to move to EPA is made by the employer, who may seek input from the training provider, based on their joint monitoring of the apprentice's progress.

The process to determine whether the apprentice is ready to move on to EPA is known as the Gateway and is confirmed during a review after the on-programme training has been completed.

Part of this review is to ensure that the Apprentice has achieved the experience from the On Job training enabling the Apprentice to be able to provide evidence against all components for both assessment methods (EPA21 and EPA2) as per the assessment plan. They will need to provide sufficient evidence against all components in order to pass their End Point Assessment.

It is the responsibility of the employer to conduct the gateway review, supported by the training provider, who has a continuing duty of care for the apprentice throughout EPA and until completion of their apprenticeship.

It is essential that the Project for EPA1 enables the Apprentice to provide evidence against all the components allocated to this assessment method within the assessment plan.

Each apprenticeship standard has a set of assessment activities, alongside Fail, Pass, and Distinction criteria, as detailed in the apprenticeship assessment plan.

If an apprentice does not pass an end-point assessment this will necessitate a resit or a retake. The assessment plans contains an overarching statement about resits and retakes.

2. Definition

In accordance with the ESFA funding rules, resits and retakes are defined as follows:

- Resit – the resit of an EPA where additional training does not take place
- Retake – the retake of an EPA activity where additional training does take place

Resits and retakes will be considered as follows:

- A fail in one of the assessment methods (either EPA1 or EPA2) will require that assessment method to be repeated
- If both assessment methods are failed, then the entire EPA must be repeated
- If an apprentice fails a resit, the entire EPA must be repeated
- A resit or retake is at the employer's discretion
- There is no limit to grades on resits/retakes so all resits/retakes will also be given an overall grade of Fail, Pass, Merit or Distinction.

Resits and retakes are defined by the CIPD as follows:

- Resit – the repeat of an end-point assessment activity where only one EPA (either EPA1 or EPA2) has a fail grade and where additional learning does not take place.
- Retake – the repeat of the entire EPA where:

The apprentice has failed both the EPA1 and EPA 2
The apprentice has failed their resit

3. Requirements

3.1 Notification of Results for Resits and Retakes

Apprentices will **not** be notified of their results at the time of the assessment. They will be notified after completion of the assessment/s and following any necessary moderation and quality assurance conducted by the CIPD.

The notification will be sent to the apprentice and copied to their employer and training provider within approximately two weeks of the assessment.

When receiving notification of a fail, the CIPD will produce feedback. The grading descriptors and criteria are listed in Annex B. To maintain the integrity of the end point assessment no further discussion about an individual apprentice's results will be given by the CIPD.

3.2. Resits for EPA1

If the apprentice fails EPA1 (work-based project with professional discussion):

- The Apprentice is permitted to formally re-submit:

Level 3 Learning & Development Practitioner

Either the existing or alternate Executive Summary Report (at their employers' discretion) this will be followed by a further competency-based professional discussion lasting up to 60 mins

Level 5 Learning & Development Consultant/Business Partner

Either the existing or alternate Formal Business Report (at their employers' discretion) followed by a further competency-based professional discussion lasting up to 75-minutes.

- The Apprentice should review the executive summary report/ Formal business report previously submitted and provide all missing evidence for the components that had not been fully achieved as per the feedback provided. In doing so they must make sure they do not compromise evidence for components which had been achieved.
- The questions asked in the Professional Discussions for Level 3 and Level 5 resits will be different from the initial assessment.
- Apprentices are permitted to move onto EPA2 if they fail EPA1.
- If the existing project does not support all the Knowledge Skills or Behaviours requested as per the assessment plan, they have the option to utilise an alternate project or complete a retake, as necessary.
- The word count limit and all other guidance remain the same as with the original assessment.
- The CIPD make the assessment judgement based on how well the apprentice meets the standard according to the resubmission.

3.3. Resits for EPA2

If the apprentice fails EPA 2 (Presentation and Q&A):

- they are permitted to re-sit at the employer's discretion
- The Apprentice should review the feedback provided by the Assessor and provide all missing evidence for the components that had not been fully achieved. In doing so they must make sure they do not compromise evidence for components which had been achieved.
- The questions asked for the Presentation and Q&A will be determined by the failed components.
- The timings for the presentation and Q&A will be:

Level 3 Learning & Development Practitioner

20 Minute (+/- 10%) Presentation followed with the Q&A lasting up to 25-minutes

Level 5 Learning & Development Consultant/Business Partner

25 Minute (+/- 10%) Presentation followed with the Q&A lasting up to 35-minutes

3.4. Retakes

A retake is defined as a repeat of the entire EPA process where the Apprentice undertakes additional learning and can only be undertaken at their employer's discretion.

- To be completed if both EPA 1 and EPA 2 achieve a Fail grade
- The apprentice has failed their resit
- The Apprentices timeline is paused whilst the Apprentice undertakes additional learning (typically 3 months)
- CIPD must receive a copy of the development plan created by the employer and training provider with an estimated date of Gateway provided
- A new learning journal must be submitted at the gateway for both Level 3 and Level 5 showing any additional learning undertaken by the Apprentice
- The retake will be a repeat of the initial assessment with a change made only to the questions asked in the Professional Discussion and Q&A

4. Timeframes

The CIPD delivers resits/retakes according to the apprenticeship timeframes specified within the assessment plan.

- Resits for EPA1 must happen within two months of receiving notification of initial fail grade
- Resits for EPA2 must be rearranged and held within one month of receiving notification of the initial fail grade.

5. Allocation of the Assessors

End point assessment retakes and resits will be allocated to assessors according to assessor availability. This means the assessor who marked the original assessment may assess the resit/retake but won't necessarily.

6. Apprentice Rights to Appeal

An apprentice has the right to appeal one or more of the following:

- the results of EPAs where the CIPD did not properly, fairly or consistently follow procedures
- the conduct of EPAs
- decisions about Reasonable Adjustments and Special Consideration relating to apprentices taking an EPA
- decisions relating to any action taken against an apprentice following an investigation into malpractice or maladministration.

Any additional resit or retake bookings cannot be considered until after the appellant has been notified of the appeal outcome. The CIPD will notify the appellant of the outcome of the appeal within 20 working days and if required, the appellant will have four weeks to book their resit/retake from the date the outcome is provided.

More details about the appeals process can be found within the CIPD's Appeals (EPA) Policy.

7. Exceptional Circumstances

There may be occasions of exceptional circumstance preventing the apprentice from booking the resit/retake within the timeframe provided. In these circumstances the apprentice must inform CIPD as soon as possible and no more than five working days after the booking deadline; supporting evidence may be required. The CIPD will consider the circumstances and an extension may be granted.

Any reasonable adjustment requirements will have been outlined at gateway and will apply to the resit/retake if suitable.

For further details, please refer to the CIPD Reasonable Adjustments and Special Considerations Policy

There may also be occasions of exceptional circumstance where the original assessment cannot be graded, or the original grade cannot be honoured. In these circumstances the CIPD will contact the apprentice, employer and training provider to discuss next steps.

8. Fees and Payment Terms

Under the conditions for the end-point assessment organisations, the CIPD are permitted to charge for the costs associated with any further assessment required by the apprentice to achieve end-point assessment.

Under the ESFA Funding Rules public funding can only be used for the additional learning required to retake an EPA (2018/19 Funding Rules P93.9). This means that the employer must cover any associated costs to the EPAO for resits/retakes.

For further information on fees and payment terms, please refer to the CIPD EPA terms and costs policy.

9. Cancellations

In the case of a cancellation, the end-point assessment will be re-arranged in accordance with the cancellation policy and associated fees will be charged to the employer.

10. Certification

An apprentice will not receive their apprenticeship certificate until all the EPAs have been passed and completed successfully.

Linked policies: Appeals and enquires; Reasonable adjustments and special considerations; cancellation; malpractice and maladministration; EPA terms and costs.