

## Career Development Professional

### Resit and Retakes.

Apprentices who fail one or more assessment methods will be offered the opportunity to resit or retake.

**Resit – does NOT require further learning.** For example, the apprentice has not covered in sufficient detail one or two knowledge, skills or behaviours in the written report or professional discussion.

**Retake- this DOES require further learning.** For example, the apprentice has many gaps in the written report or cannot answer several questions in sufficient detail to cover the knowledge, skills and behaviour. A retake may also be needed if the apprentice fails to attend the professional discussion interview without good reason or submits the written report after the deadline (15 weeks after Gateway)

A resit or retake is allowed for both assessment methods. Resit or retake decisions will always be sampled by the Lead IEPA.

The apprentice will be advised of the reasons for the resit/retake and given detailed feedback on the gaps in their submission. The apprentice's employer will need to agree that a resit or retake is the appropriate action to take and support the apprentice with their action plan. Suffolk County Council EPAO will allocate a new IEPA for any resits or retakes in order to ensure greater quality assurance.

Any resit or retake must take place within the maximum EPA period of 6 months from entering Gateway. Otherwise, the entire EPA must be taken again, unless in the opinion of the EPAO there are exceptional circumstances that apply outside the control of the apprentice or their employer.

There will be **additional charges** from the EPAO for each resit or retake.

The employer has responsibility for the majority of their apprentice's training. Employers are expected to financially support apprentices until completion, including paying the cost of resits, when necessary. Resits are ineligible costs and are not funded by the Education and Skills Funding Agency (ESFA). The training provider but may agree to contribute to resit or retake costs.

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

*June 2022 V2*