

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 some of the knowledge, skills or behaviours in the **professional discussion**. For the **report**, the apprentice has failed to cover some of the knowledge, skills or behaviours but the project that the report is based would be applicable. A resit for a report may also be required if the report is over or under the word limit (4000 + or – 10%), not signed by apprentice or the EPA feels it is plagiarised.

Retake- this DOES require further learning. For example, the apprentice cannot answer several questions in the **professional discussion** in sufficient detail to cover the knowledge, skills and behaviour. For the **report**, the EPA feels the project is not suitable to cover all the KSBs required, so it would be advised that a new project should be undertaken. If the EPA feels the report is plagiarised it may also be subject of a retake.

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).

Resits or retakes are 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 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 may allocate a new IEPA for any resits or retakes to ensure greater quality assurance.

The EPAO suggests that a resit should take place around **one month** after the initial feedback has been received. However, any resit/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 may be exceptional circumstances that mean the EPA period can be extended – for example, if the apprentice has to carry out a new project.

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.

This policy will be reviewed every two years or when there is a change in the standard.

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