Fishmonger Apprenticeship Standard
Level 2

End-point Assessment Plan

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Fishmonger Apprenticeship Standard

Summary of Apprenticeship

The Fishmonger apprenticeship standard is an integrated programme of knowledge and skills acquisition, developed alongside core behaviours expected of a competent fishmonger. The award of the apprenticeship certificate will signify recognition of competence in the role. Apprentices will typically spend 18-24 months working towards the apprenticeship standard, followed by an end-point assessment completed over a maximum period of 12 weeks. Performance in the end-point assessment will determine the apprenticeship grade of fail, pass, merit or distinction.

There are no pre-requisite entry requirements for this programme.

Prior to the end-point assessment, apprentices will undertake a structured period of on-programme training to develop the knowledge, skills and behaviours required of the standard. Apprentices without English and maths at level 2 must achieve level 1 English and maths prior to taking their end-point assessment and take the tests for level 2.

End-point assessment will be conducted by an Apprentice Assessment Organisation (AAO). AAOs must be on the Education & Skills Funding Agency's (ESFA) Register of Apprentice Assessment Organisations (RoAAO) for this standard.

The end-point assessment consists of three distinct components:

- A ***written knowledge test*** answered through a combination of multiple choice questions and extended answer questions.
- A ***practical observation of skills***.
- A ***professional dialogue and interview,*** which is undertaken after the other end-point assessment components have been successfully completed.

To achieve final certification, the apprentice must have completed and achieved a minimum of a pass in each end-point assessment component. A pass in the end-point assessment will demonstrate that the apprentice can apply the knowledge, skills and behaviours required by the standard. Apprentices achieving a merit or distinction will be demonstrating performance above the requirements of the standard.

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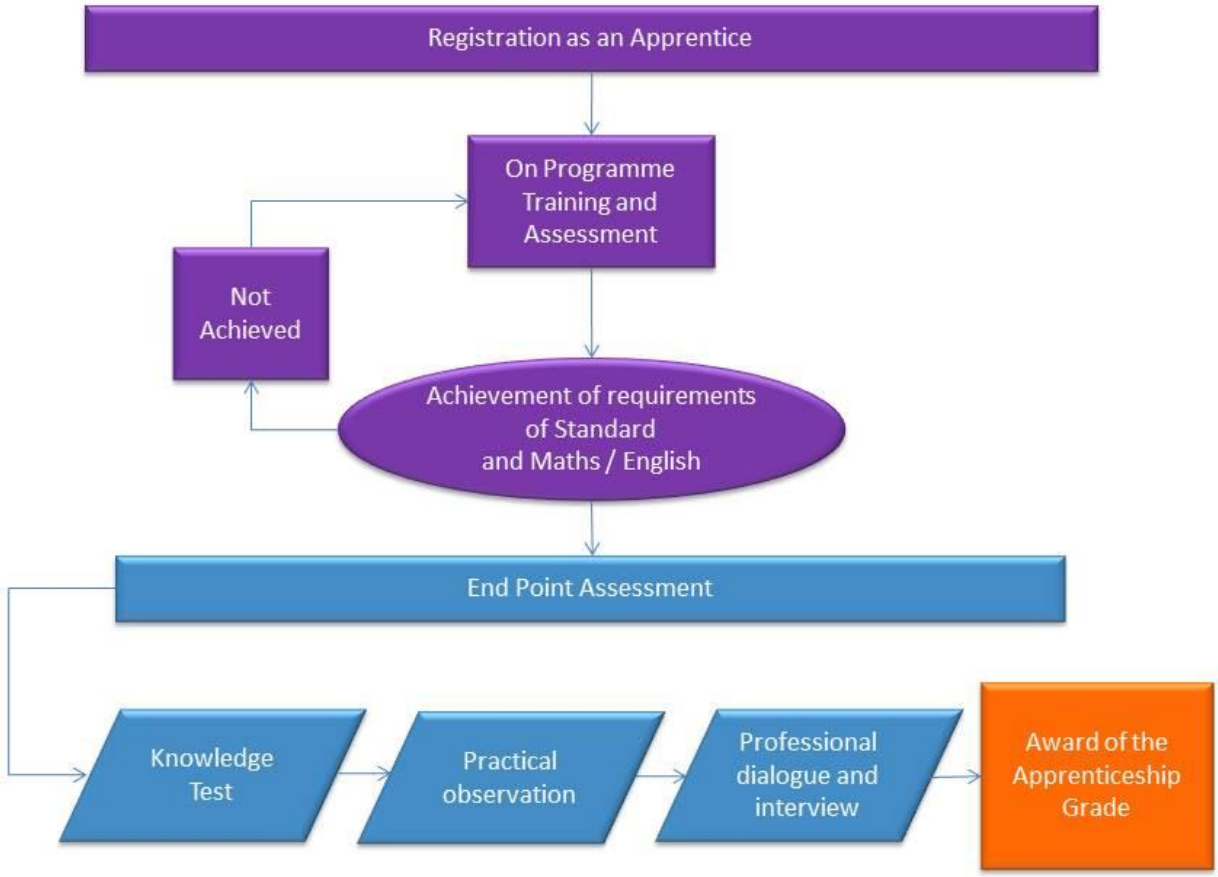
Summary of Apprenticeship



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End-point Assessment Overview

Assessment Method	Area Assessed	Assessed by	Grading
Knowledge Test	*All knowledge will be assessed in the written knowledge test. The knowledge test will be drawn from all of the knowledge statements within the standard.*	Apprentice Assessment Organisation	A minimum of a pass is required. Mark contributes 20% to apprenticeship grading
Practical Observation	*Apprentices will be observed in the workplace being assessed against a range of knowledge, skills and behaviours.*	Apprentice Assessment Organisation	A minimum of a pass is required. Mark contributes 50% to apprenticeship grading
Professional Dialogue and Interview	*The professional dialogue and interview is a structured discussion between the apprentice and an independent assessor covering a range of knowledge, skills and behaviours. A set of standardised competency based questions will be used.*	Apprentice Assessment Organisation	A minimum of a pass is required. Mark contributes 30% to apprenticeship grading

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Assessment Gateway

Prior to undertaking the end-point assessment, the apprentice must have completed training ensuring they can consistently demonstrate competence against all elements of the apprenticeship standard.

Apprentices without level 2 English and maths must achieve level 1 English and maths prior to taking their end-point assessment and take the tests for level 2.

The employer will judge whether the apprentice is ready for the end-point assessment, they may wish to take advice from the training provider.

End-point Assessment

Knowledge Test

The knowledge test must be administered and marked by an independent assessor from the AAO. This written test should be taken as early as possible in the 12-week period of the end-point assessment. The assessment must be undertaken under controlled conditions within a 90-minute time limit (but not necessarily undertaken as an online or computer based test).

The knowledge test assesses the underpinning knowledge and understanding of the apprentice through 50 multiple choice questions (MCQs), worth 2 marks each, and 10 extended answer questions, worth 10 marks each. The total marks available for the knowledge test is 200. All knowledge areas will be tested and MCQs and extended answer questions drawn from all statements.

A minimum of 120/200 marks must be achieved to pass the knowledge test. It is not graded merit and distinction in its own right. Marks above 120 represent outstanding knowledge. The total marks will contribute 20% towards the total end-point assessment grade.

Practical Observation

The apprentice will be observed by an independent assessor undertaking a variable range of process tasks from the stated competencies. This will include the opportunity for questioning to clarify knowledge and understanding being applied. This assessment will take place in the workplace or a simulated environment, when the opportunity to assess knowledge, skills or behaviours does not naturally occur. The observation must:

- Reflect typical working conditions
- Allow the apprentice to demonstrate all aspects of the standard being observed
- Take a synoptic approach to observing the overall competence

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The independent assessor will plan the observation in conjunction with the apprentice and employer. The apprentice must be given at least 2-weeks' notice of the observation. During this time, the apprentice can collect supplementary evidence to demonstrate knowledge, skills and behaviours that cannot be assessed during the practical observation due to a lack of availability of stock or workplace constraints. Supplementary evidence collection must be agreed with the independent assessor. Evidence may, for example, include video footage, photographic material or written statements. The amount of supplementary evidence used should be proportionate and must not exceed 6 pieces. The time assessors spend assessing supplementary evidence will contribute towards the total assessment time for the observation.

The observation will be covered in one or more sessions, typically totalling 7 hours and not more than 8 hours, depending on the needs of the employer and observation opportunities. During the observation the apprentice should have the opportunity, if required, to move from one area/function of the business to another in order to best demonstrate how they have applied their knowledge, skills and behaviours in a realistic-work environment to achieve genuine and demanding work objectives.

The direct practical observation must assess hand preparation, knife skills, food safety, health and safety, customer service and displays as well as the underpinning knowledge as described in the knowledge statements below; supplementary evidence cannot be presented for these elements.

The observation and supplementary evidence, supported by appropriate questioning to test knowledge and behaviours, will be assessed against the following aspects of the standard:

Knowledge

- Safe handling and storage of fish and shellfish from receipt to sale, including opening and closing a fish display counter
- The principles of product food safety
- Stock control, product pricing, traceability and quality assurance
- Preparation of the different types of fish and shellfish for retail display and sale
- The principles of displaying fish and shellfish for sale
- The principles of selling fish and shellfish, profitability and how to maximise sales
- How to process the sale of fish and shellfish including weighing, packing and labelling
- Health and safety within the working environment

Skills

- Adherence with safe handling and storage requirements from receipt to sale, including stock rotation, quality assessment, temperature control and monitoring, and avoiding cross-contamination
- The ability to hand prepare fish including scaling, gutting, filleting, boning, pocketing, canoeing and skinning
- The ability to hand prepare shellfish including dressing and shucking
- Display fish and shellfish for retail sale

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- An ability to sell fish and shellfish by interpreting and satisfying customer needs, through upselling/link selling and promotions
- Process the sale of fish and shellfish, including portioning, preparing, weighing, packing, labelling and processing payments relevant to the business
- Use tools and equipment safely
- Work safely and hygienically
- Communicate effectively with customers and colleagues

Behaviours

- Safe Working: ensures safety of self and others, addresses safety issues and concerns
- Hygienic working: follows food safety procedures and policies, address food safety issues and concerns
- Pride in work: integrity, aims for excellence, punctual and reliable
- Integrity and respect: for all colleagues
- Effective Communication: confident and professional engagement with others, listens effectively, receives feedback

The independent assessor will use the assessment tools and procedures that are set by the AAO to record the observation and questioning.

Acceptable achievement of all the knowledge, skills and behaviours assessed by the observation is required to pass the observation – see column B in the table below, that is a minimum of 50/100 marks. Marks above 50 represent outstanding achievement – see column C in the table below. The observation is not graded merit and distinction in its own right. The total marks will a contribute 50% towards the total end-point assessment grade.

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Practical observation marking criteria:

A: Skills Statement and related knowledge and behaviours to be assessed	**B: Acceptable achievement will accrue 50% of available marks**	**C: Outstanding achievement will accrue 51-100% of marks available**
Adherence with: • safe handling and storage requirements from receipt to sale, (4) • including stock rotation, (2) • quality assessment, (4) • temperature control and monitoring (2) and • avoiding cross-contamination (2) Total marks = 14 Minimum marks required = 7	(7) The candidate shows: Knowledge of the chill chain (2); Uses the principle of First in First Out (FIFO) (1); Can use six key physical QA fish criteria; eyes; gill; smell; blood; flesh; odour to identify good and bad quality (2); Ability to maintain temperature control by icing and chilling fish correctly (1); Washes hands and surfaces often, keeps work area and own person clean and tidy (1).	(14) The candidate shows: In depth knowledge of seafood supply chain and how products are maintained within the chill chain, understands when and how checks should be made (4); Full understanding of stock rotation (2); Uses advanced QA techniques such as torry scheme across an range of species (2); Ability to maintain temperature control and contributes towards HACCP documentation, recording information to ensure compliance (2); Can identify risk areas for potential cross contamination and is able to work so as to minimise all these risks (4).

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The ability to hand prepare fish including;
• scaling, (2)
• gutting (and gilling), (2)
• filleting
  ○ Single fillet (4)
  ○ Block fillet (4)
  ○ Cross or ¼ cut flatfish, (6)
• boning, (4)
• pocketing, (6)
• canoeing, (6)
• skinning (a fillet) (2)
 	
Total marks = 36
Minimum marks required =18
	(18)
	The candidate is able to:
	Use an appropriate tool to remove the majority of scales with minimal damage to skin and/ or flesh (1);
	Effectively remove gut and gills from a selection of fish (1);
	Produce a bone free fillet with some loss of yield and/ or presentation (2);
	Use the technique required to block fillet round fish such as mackerel while taking time and with some loss of yield and/ or presentation (2);
	Produce bone free cross cut or ¼ cut flatfish fillets with some loss of yield and/ or presentation (3);
	Bone fish cuts with some loss of yield and/ or presentation (2);
	Understand how to pocket flat fish and carry out the technique taking time and with some loss of yield and/ or presentation (3);
	Understand how to canoe round fish and carry out the technique taking time and with some loss of yield and/ or presentation (3);
	Skin a fish fillet well, with minimal loss of yield and/ or presentation (1).
		(36)
		The candidate is able to:
		Use an appropriate tool to quickly remove all scales with no damage to the skin and/ or flesh (2);
		Efficiently remove all gut an gills from a selection of fish, paying close attention to presentation and removing all the blood line/ kidney (2);
		Show a thorough understanding of the skeletal structure of a variety of round and flat fish;
		Efficiently produce a bone free fillet with no loss of yield or presentation (4);
		Efficiently block fillet round fish such as mackerel to a high level of presentation with minimal loss of yield (4);
		Efficiently produce bone free cross cut or ¼ cut flatfish fillets with no loss of yield or presentation (6);
		Efficiently bone fish cuts with no loss of yield or presentation (4);
		Efficiently pocket a flat fish with no loss of yield or presentation, pocket is deep and wide and there are no cuts through, (at competition level, fishmongers may fill with water to prove this) (6);
		Efficiently canoe a round fish with no loss of yield or presentation. Takes care to remove all rib bones and pin bones (6);
		Efficiently skin a variety of fish fillets using a variety of techniques to maximise yield and/ or presentation. For example filleting a flat fish fillet leaving the frill attached for maximum yield or deep skinning a salmon fillet to leave the dark flesh on the skin for the catering trade (2).

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The ability to hand prepare shellfish including • dressing (2) and • shucking (2) Total marks = 4 Minimum marks required =2	(2) The candidate is able to: Dress cooked crustaceans such as crab and lobster safely. They can identify the edible from the non-edible parts such as white/ brown meat, crab gills (dead man's fingers) etc. Can remove the edible from the non-edible parts taking time and with some loss of yield and/ or presentation (1); Safely shuck raw bivalve molluscs such as oysters and scallops. They can identify and separate the edible and the non-edible parts while taking time and with some loss of yield and/ or presentation (1).	(4) The candidate is able to: Efficiently dress cooked crustaceans such as crab and lobster safely with minimal loss of yield and to a high standard of presentation. Also, fully understanding the relevant food safety issues as well as the seasonal quality variations to be expected between male and female animals (2); Efficiently and safely shuck raw bivalve molluscs with minimal loss of yield and to a high standard of presentation. Also fully understanding the relevant food safety issues as well as the seasonal quality variations to be expected (2).

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Display fish and shellfish for retail sale • set up a display (4) • maintain a display (4) • Close down a display and store materials (4) Total marks = 12 Minimum marks required =6	(6) The candidate is able to: Identify fish/ shellfish species and using FIFO stock rotation follow agreed plan for displaying fish and shellfish for retail sale, including the positioning of high/ lower value products, those on promotion and consider the potential risks of cross contamination (2); Maintain a display by replenishing stock and top icing products regularly throughout trading hours (2); Close down a display, maintaining FIFO stock rotation, then correctly follow a cleaning schedule to sanitise the display/ store materials for the next trading day (2).	(12) The candidate is able to: Identify fish/ shellfish species and using FIFO stock rotation design a plan for displaying fish and shellfish for retail sale, including the positioning of high/ lower value products, those on promotion and considering the potential risks of cross contamination (4); Maintain a display by replenishing stock and top icing products regularly throughout trading hours, proactively anticipating demand throughout a trading day/ week (e.g. consolidating prior to close down) and prior to seasonal events such as Valentine's day, Easter etc. (4) Close down a display, maximising quality through care and attention when chilling display products overnight following FIFO principles. Follow a cleaning schedule to sanitise the display/ store materials for the next trading day. Identifies and acts on unsafe and unhygienic work practices (4).

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An ability to sell fish and shellfish by • interpreting and satisfying customer needs, (6) • through upselling/link selling and promotions (2) Total marks = 8 Minimum marks required =4	(4) The candidate is able to: Identify a wide range fish and shellfish together with common names customers may use for the fish/ shellfish and the cuts/ portions they require (3); Tell customers about products on promotion and have knowledge regarding similar products that could be offered if there is limited availability (1).	(8) The candidate is able to: Use excellent knowledge of fish and shellfish including common names customers may use for the fish/ shellfish and the cuts/ portions they require at the same time as using advanced customer service skills to both build customer relations over time as well as discussing meals with new customers (6); Tell customers about products on promotion and have knowledge regarding similar products that could be offered if there is limited availability. Have a wide knowledge of recipe ideas, upselling products and offering cooking techniques (preferably through personal experience), linking recipes with other ingredients available for sale (2).
Process the sale of fish and shellfish, including • portioning, preparing, weighing, packing (6) • labelling and processing payments relevant to the business (4) Total marks = 10 Minimum marks required =5	(5) The candidate is able to: Portion, prepare, accurately weigh and pack products using available equipment and packaging (3); Label products carefully and process payments relevant to the business accurately (2)	(10) The candidate is able to: Discuss with the customer their needs and make recommendations when accurately, portioning, weighing and packaging products using available equipment and packaging. The candidate is also aware of how the format of product may impact on product price for example selling frozen raw prawns with ice glaze at their thawed weight price would lead to over-charging (6); Label products carefully and process payments relevant to the business accurately. Candidate is able to accurately discount product with short date code and label this appropriately. Candidate can also identify shrink and wastage as part of stock control.(4)

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Use tools and equipment safely in the • handling, preparation (2) and • sale of fish and shellfish (2) Total marks = 4	(2) The candidate is able to: Safely use and sharpen knives using a steel and/ or chantry knife sharpener; Prepares fish using safe techniques with a limited selection of tools, cutting away from self, keeping workstation clean and clear, returning clean equipment back to storage areas when not in use (1) Use packaging and labelling equipment effectively (1).	(4) The candidate is able to: Safely use and sharpen knives using a steel, chantry knife sharpener, and diamond steel/ whetstone; Prepares fish using safe techniques with a wide selection of tools, cutting away from self, keeping workstation clean and clear, returning clean equipment back to storage areas when not in use. Identifies and acts on unsafe and unhygienic work practices (2): Use packaging and labelling equipment well and able to replenish consumables such as labels when required and troubleshot minor problems (2).
Work safely and hygienically in the • handling, preparation (2) and • sale of fish and shellfish (2) Total marks = 4 Minimum marks required =2	(2) The candidate is able to: Prepare for work in a food preparation area with regard to clothing, personal hygiene/ health. Work so as not to endanger others or self, paying close attention to food safety risks and health and safety risks such as slips, trips and falls (1) Carry out the sale of fish with consideration of safe, hygienic procedures when handing raw fish and money with the associated risks of contamination. (1)	(4) The candidate is able to: Prepare for work in a food preparation area with regard to clothing, personal hygiene/ health. The candidate also pays close attention to personal appearance always looking smart and professional. Work so as not to endanger others or self, paying close attention to identifying and acting on food safety risks and health and safety risks such as slips, trips and falls (2); Carry out the sale of fish with consideration of safe, hygienic procedures when handing raw fish and money. Identifies and acts on unsafe and unhygienic work practices.(2)

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Communicate effectively with (8) • customers and • colleagues Total marks = 8 Minimum marks required =4	(4) The candidate is able to: Communicate effectively visually and verbally (4)	(8) The candidate is able to: Communicate to a high standard using active listening and influencing skills with customers, peers and management. (4) Is able to develop professional relations with customers and colleagues to improve communication and effectiveness.(4)

Knowledge, skill and behaviours areas assessed by the observation are shown in column A. Candidates must as a minimum demonstrate acceptable performance as shown in column B and in doing so will accrue 50% of the total marks available. Additional marks are achieved for outstanding performance as shown in column C and candidates demonstrating outstanding performance will be awarded up to 100% of the total marks available.

Where a particular performance is judged as significantly better than acceptable but not outstanding the Assessor will award 75% of the maximum available marks for that criterion. The awarding of 75% of the maximum marks will be accompanied by a brief justification from the assessor and may be revised during moderation.

Example A: Scaling.
There are only 2 marks available for scaling. If the candidate demonstrates acceptable scaling, they will be awarded 1 point. If their demonstration of scaling is outstanding they will be awarded 2 marks. The assessor has no discretion, the candidate's performance is either unacceptable (Fail), acceptable (1 point) outstanding (2 marks).

Example B: Pocketing
There is a maximum of 6 marks available for pocketing. If the candidate's demonstration of pocketing is acceptable they will be awarded 3 marks. If the demonstration is outstanding then the assessor would award the full 6 marks. However, if the candidate performance seems to be between acceptable and outstanding then the assessor will award 4.5 marks rather than 3 or 6 marks. In the example of pocketing, an apprentice may perform to an acceptable standard, but may not meet the full requirements for outstanding achievement and, in this instance,

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the assessor will award marks between acceptable and outstanding. Pocketing is an example of a complex procedure where candidate performance is more nuanced.

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Professional Dialogue and Interview

The professional dialogue and interview is a structured discussion between the apprentice and their independent assessor. It is recommended that the independent assessor conducting the professional discussion is not the same person who carried out the workplace observation assessment. Apprentices can only undertake the professional dialogue and interview component once a pass as a minimum has been achieved in each of the other two end-point assessment components.

The professional dialogue and interview assesses areas of the standard not assessed in the other end-point assessment components, that is:

Skills

- Handle complaints and resolve problems appropriate to business policy and procedures

Behaviours

- Ownership of work: accepts responsibility and is proactive
- Self-development: seeks learning and development opportunities
- Working in a team: builds good relationships with others
- Responsiveness to change: flexibility to changing environment and demands
- Company/industry perspective: desire to learn about own company and food industry, acts as an ambassador

The discussion must be appropriately structured to draw out the best of the apprentice's competence and excellence. The professional dialogue and interview will be conducted in a 'controlled environment' i.e. a quiet room, away from the normal place of work. The interview will typically last 30 minutes and be no more than 45 minutes' duration.

Independent assessors will select 6 questions from a bank of standardised competency based questions to ensure a consistent approach is adopted, as well as ensuring all required areas of the standard are appropriately covered.

Examples of questions that will be used during the interview are:

- Please give an example of a time when you have handled a customer complaint.
- How did your solution comply with company policies and procedures?
- Please explain how you manage your time to ensure you successfully complete your workplace responsibilities.
- Please explain the kind of learning and development opportunities available to support your career progression.
- Give an example of when you have worked effectively with others to achieve business objectives.
- How would you react if your job role changed and you were given responsibilities that were new and challenging?
- Describe some of the factors that affect the success of your fishmonger business.

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The professional dialogue and interview provides a basis for the independent assessor to make a holistic decision about the grade to be awarded for this component.

A structured brief and question bank will be developed by AAOs and independent assessors will be developed and trained in the art of professional discussions and reaching consistent judgement.

Acceptable achievement of all the skills and behaviours assessed by the professional dialogue and interview is required to pass – see column B in the table below, that is a minimum of 30/60 marks. Marks above 30 represent outstanding achievement – see column C. The professional dialogue and interview is not graded merit and distinction in its own right. The total marks contribute 30% towards the total end-point assessment grade.

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Professional discussion and interview marking criteria:

A: Skills Statement	B: Acceptable achievement	C: Outstanding achievement
Handle complaints and resolve problems appropriate to business policy and procedures (12) Total marks = 12 Minimum marks required = 6	(6) The candidate is able to: Deal effectively with customer complaints (3) and resolve problems in line with business policy and procedures (3)	(12) The candidate is able to: Deal effectively with customer complaints (4), proactively resolves problems (4) and recommends changes or improvements to ways of working (4)

A: Behaviour Statement	B: Acceptable achievement	C: Outstanding achievement
Ownership of work: (6) Total marks = 6 Minimum marks required = 3	(3) Accepts responsibility and is proactive (3)	(6) Identifies potential issues (3) and takes appropriate actions to minimise disruptions to workflow (3)
Self-development: (6) Total marks = 6 Minimum marks required = 3	(3) Seeks learning and development opportunities (3)	(6) Takes ownership for learning and practising new skills/ techniques/tools; constantly seeks to improve own understanding and learn from others (3); shares knowledge and experiences with others (3)
Working in a team: (12) Total marks = 12 Minimum marks required = 6	(6) Builds good relationships with others (6)	(12) Builds excellent relationships with others (6), demonstrates knowledge and understanding of business objectives (6)
Responsiveness to change: (12)	(6)	(12)

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Total marks = 12 Minimum marks required = 6	Demonstrates flexibility to changing working environment and demands (6)	Looks to understand the reasons behind changes (3); constructively questions and challenges change (3); sets a positive example for others about change (6)
Company/industry perspective: (12) Total marks = 12 Minimum marks required = 6	(6) Demonstrates knowledge of company and food industry, acts as an ambassador (6)	(12) Proactively seeks to improve understanding of the company (6) and wider food industry (6)

Areas of the Standard assessed by the professional dialogue and interview are shown in column A. Candidates must as a minimum demonstrate acceptable performance as shown in column B and in doing so will accrue 50% of the total marks available. Additional marks are achieved for outstanding performance as shown in column C and candidates demonstrating outstanding performance will be awarded up to 100% of the total marks available.

Where a particular performance is judged as significantly better than acceptable but not outstanding, the Assessor will award 75% of the maximum available marks for that criterion. The awarding of 75% of the maximum marks will be accompanied by a brief justification from the assessor and may be revised during moderation.

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Apprenticeship Grading

The independent assessor will grade the apprenticeship according to the requirements set out in this plan. The assessor's decisions will be subject to moderation and verification by the AAO.

The apprenticeship grade will be based on the outcomes from the: knowledge test, observation and professional dialogue and interview.

Each component of the end-point assessment is individually marked and marks accrued to achieve the apprenticeship grade. To achieve a pass, merit or distinction grade the candidate **must first achieve a minimum of a pass in each** end-point assessment component.

A multiplication factor will be applied to each end-point assessment component mark reflecting its contribution to the apprenticeship grade as shown below:

Component	**Total points**	**Weighting**	**Multiplication factor**	**Total Marks for Apprenticeship Grade**
Knowledge Test	200	20%	1	200
Practical Observations	100	50%	5	500
Interview	60	30%	5	300
		Total Marks available for Grading		**1000**

In order to achieve a merit, the total mark across the three assessment components must be 725-899. To achieve a distinction, the total mark must be 900 or more.

Grade	Pass	Merit	Distinction	Total Marks available
Marks from Test	Minimum 120 (weighted)	Combined weighted mark	Combined Weighted mark	200
Marks from Observation	Minimum 250 (weighted)			500
Marks from Professional Dialogue & Interview	Minimum 150 (weighted)			300
Marks required for grade	Three passes and up to 724	725 to 899	900 or more	1000

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Resits/retakes
Apprentices who fail an EPA method(s) will be offered the opportunity to take a re-sit/retake. The employer will need to agree that a re-sit/re-take is an appropriate course of action. Any EPA component re-sit/re-take must be taken during the maximum EPA period, otherwise the entire EPA must be retaken. They are not offered to apprentices wishing to move from pass to merit or distinction. Where any part of the end-point assessment and it has to be re-taken, the apprentice **cannot** be awarded a distinction, unless the AAO determines there are exceptional circumstances accounting for the fail. Apprentices should have a supportive action plan to prepare for the re-sit/re-take.

End-point Apprentice Assessment Organisations

End-point assessment will be conducted by an independent assessor working for an AAO on the ESFA's RoAAO.

The AAO will be responsible for:

- Design of a question bank for the written knowledge test component
- Design of an observational assessment
- Design of a bank of competency based questions for the professional dialogue and interview component.

The AAO will be required to employ suitably experienced assessment staff who are able to administer and assess in line with the requirements of the assessment plan.

The AAO will need to employ independent assessors who are capable of overseeing and undertaking these different elements of assessment:

- Review of any documentation from on-programme elements
- Administration and marking of the knowledge test
- Assessment of an apprentice's performance in the observation of skills
- Leading and assessing the professional dialogue and interview.

Independent assessors must be able to demonstrate they possess practical and up-to-date knowledge of current working practices appropriate to the sector in which they are carrying out assessment practice. They should hold or be working towards an assessor qualification. There are requirements to hold additional specialist training as required by the food and drink sector, which is detailed below.

Mandatory Requirements	Independent Assessors
Significant relevant practical experience within the fishmongering industry, typically demonstrated by 5 or more years in a fishmongering role	√
Assessing Award (A1/A2/D32/D33/TAQA or equivalent qualification)	√
Food Safety Level 3 qualification	√

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HACCP Level 3 qualification	√
Health and Safety Level 2 qualification	√

Internal Quality Assurance

Once assessment has been undertaken, the AAO will be responsible for:

- Moderation and verification of the knowledge test component
- Moderation and verification of assessor judgements of the observation of skills component
- Moderation and verification of the assessor judgements of the professional dialogue and interview component
- Standardisation of assessment judgements
- Secure recording and storage of all assessment decisions
- Verification of achievement of apprenticeship certificate
- Administration of certification process.

Moderation, verification and standardisation of the assessment judgements is part of the AAO's internal quality assurance system. The judgement of the independent assessor must be subject to moderation and verification by the AAO's quality assurance team.

The AAO will monitor the assessment process and verify the assessment judgements to ensure consistency across assessors and across employers. This must be performed on a risk basis, i.e. new or poorly performing assessors must have every element of every assessment quality assured, but established, high performing assessors can be quality assured on a sampling basis, with at least one assessment component being subject to either desk based or live internal quality assurance activity.

The AAO will run standardisation events for assessors at least every six months to ensure consistency in the practice of marking observations, knowledge tests and professional dialogues.

An AAO will employ expert assessors, but must also have internal quality assurance mechanisms and staff to verify assessor decisions and to administer the awarding of the apprenticeship.

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External Quality Assurance

External quality assurance for the fishmonger apprenticeship will initially be undertaken by the Institute for Apprenticeships, whilst we are in conversation with Ofqual regarding them undertaking the role.

Implementation

It is anticipated that there will be approximately 100 starts per year.

The end-point assessment should cost no more than 20% of the overall apprenticeship.

The AAO will need to develop endpoint assessment tools and processes in order to implement the above quality assurance measures.

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