Apprenticeship Assessment

VQA Level 3 End-Point Assessment for ST0467 Poultry Technician

Standard Specification

Qualification Number: 610/2112/X

Version Number: 1.0

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Key Information

Reference:	ST0467
Version:	V1.0
Level:	3
Minimum duration to gateway:	18 months (this does not include EPA period)
Typical EPA period:	No window is prescribed
Maximum funding:	£6000
Route:	Agriculture, environmental and animal care
Approved for delivery:	8 August 2018
Date updated:	02/03/2023
Lars code:	331
EQA provider:	Ofqual

Dispensation

A temporary dispensation has been applied to the end point assessment plan for this apprenticeship. This dispensation supersedes any other dispensation information elsewhere in this document.

Please see https://skillsengland.education.gov.uk/apprenticeship-standards/st0467-v1-0 for further information.

The key changes are: **The Observational Practical Assessment (OPA) will be replaced with an extended question and answer (Q&A) session informed by specific video and photographic evidence to set requirements.**

The video evidence must be comprised of two set tasks **that target a range of KSBs that are mapped to the OPA.**

Each task will require video evidence (up to a maximum of 15 minutes each) and should be captured in the workplace or other suitable environment.

The tasks may be simulated where required (e.g. to support seasonal availability), though examples of genuine real-world activities that align with the evidence requirements are preferred where possible.

The photographic evidence will support the video evidence by capturing other areas of performance against the KSBs not covered by the two main tasks. The quantity of images will vary depending on the nature of the KSBs being captured.

The apprentice is required to collate video and photographic evidence during the post-gateway period, but it can be obtained a maximum of four weeks prior to the apprentice's gateway date in order to avoid any crossover with the portfolio of evidence.

All evidence must be submitted 10 days prior to the date that the Q&A session is due to take place. This is to allow the End-Point Assessor to generate appropriate questions.

The video and photographic evidence will be reviewed by both the apprentice and the assessor during the Q&A session.

The Q&A session will be a maximum of two hours **(inclusive of reviewing all evidence such as playing the video evidence).**

The Q&A session may take place remotely, by video conferencing using Microsoft Teams.

Apprenticeship Summary

Overview of the Role

Raising animals with optimal welfare and consideration for their needs throughout the different stages of life.

Occupation Summary

Role Profile (what the successful candidate should be able to do at the end of the apprenticeship)

A Poultry Technician is responsible for the management and control of a complex poultry farming site or operational agriculture (hatchery) unit, including responsibility for the performance and results of their site, raising animals with optimal welfare and consideration for their needs throughout the different stages of life, compliance at all times with hygiene, safety and bird welfare legislation - and customer standards which go beyond legislative compliance, maintenance of the facility, management of the personnel of the site and all other visitors to the site.

The nature of the process and the need for optimum growth in an exacting time window requires specific expertise and skills in poultry husbandry relevant to their stage in the poultry supply chain - egg production, rearing, breeding, hatching or growing - together with knowledge of the other stages of the process. These are permanent stages in the process and not seasonal roles. For this reason this standard is formed of a core and options. To complete the standard a Poultry Technician should complete the core elements and one option. This requirement is further strengthened by the nature of the work which normally means working without close supervision, meaning they must be entirely proficient and competent in the process.

One option will be taken in addition to the core knowledge, skills and behaviours.

Typical Job Titles

The agriculture industry offers exciting and varied careers in the UK and abroad providing unique opportunities for young people to work in a technically advanced and innovative environment, producing one of the country's most important products – food. Businesses within the industry range from small family farms through to large integrated organisations working across the food supply chain.

Professional Recognition

On completion of the Level 3 Poultry Technician standard, suitably able candidates will be able to progress to relevant management roles.

Assessment Methods

This end-point assessment (EPA) for this standard consists of three assessment methods:

- Short answer knowledge test
- Observational practical assessment
- Interview

Assessment Order

Assessments are completed on the same day in the following order:

1. Short answer knowledge test
2. Observational practical assessment*
3. Interview

EPA Window

There is no prescribed EPA window.

Gateway Considerations

Before the apprentice can start their EPA, the training provider is required to upload the following:

- Photo ID
- Portfolio of evidence
- Project

At gateway, the training provider is also requested sign a declaration to confirm that the English and maths requirements have been met in line with the funding rules.

Short Answer Knowledge Test

Assessment Overview

The short answer knowledge test consists of 20 short answer questions. The questions will assess the knowledge criteria assigned to this assessment method. Each question will be awarded 1-2 marks. The apprentice will not be graded on their spelling so long as it is understandable, and the spelling does not change the answer/meaning.

The apprentice will have a maximum of 60 minutes to complete the test.

This is a formal assessment, therefore it must take place in a controlled environment, free from any distractions. The End-Point Assessor will invigilate the short answer knowledge test.

Grading

This assessment is graded according to the table below.

Marks	Grade
0-17	**Fail**

Marks	Grade
18-23	**Pass**
24-30	**Distinction**

Short Answer Test Core Knowledge

What is Being Assessed	The Statements Below Describe the Essential Core Knowledge
Species Knowledge	Relevant species/breed, its anatomy, diseases, feed requirements, and general characteristic.
Welfare	Signals and behaviours to look for that indicate health or welfare issues and the actions required to mitigate them.
Safety, Hygiene and Biosecurity	Safety, hygiene and biosecurity legislation, codes, and practice relevant to the operation and how they are applied effectively.
Industry Codes of Practice	Relevant welfare codes of practice, including the five freedoms: 1. Freedom from hunger and thirst 2. Freedom from discomfort 3. Freedom from pain, injury, or disease 4. Freedom to express normal behaviour 5. Freedom from fear and distress Together with the specific requirements appropriate for the species/point in the growth cycle including environmental conditions, correct processes for culling disposal and despatch, manual handling/transport procedures and stocking densities.
Process Knowledge	End to end process of the operation, the stages within it and the understanding of how to deliver good performance as well as an awareness of the role of their operation within the wider supply chain.
Performance Requirements	Performance requirements of the operation including relevant cost, growth, mortality, waste, hygiene and safety metrics and the techniques and expertise required to influence them to deliver effective performance.
Operating Procedures	Standard operating procedures, methods of stock control, record keeping, and reporting relevant to their operation.

What is Being Assessed	The Statements Below Describe the Essential Core Knowledge
Facility Knowledge	Running of their operation in terms of facility management, knowledge of systems, technology, software, machinery, and equipment. Some examples include feed and water equipment, ventilation panels, egg packing machinery and incubation equipment dependant on the stage in the process.
Employment Legislation	Necessary legislation, ethical code of practice and relevant policy and process, necessary to supervise and manage employees and contract/agency workers in their operation.

Observational Practical Assessment (OPA)

See dispensation information

Assessment Overview

The observational practical assessment will be conducted at the apprentice's workplace or other suitable location following the short answer knowledge test. Training providers are required to make the End-Point Assessor aware of any limitations in assessment premises or the available production cycle or process, which would constrain the skills to be assessed at the time of the observational practical assessment.

The apprentice will undertake a practical activity based on their specialism.

The apprentice will be expected to complete the activity and demonstrate the core skills assigned to this assessment method. In doing so, they will also demonstrate the application of knowledge through their responses to the End-Point Assessor's questions.

Furthermore, in demonstrating the skills, the apprentice will also have the opportunity to show three of the behaviours, as their approach to the tasks is also of vital importance.

The observational practical assessment period will last 3 hours. A 10% variance is permitted at the discretion of the End-Point Assessor to allow the apprentice to complete their task. No new tasks will be observed after the time limit has been reached.

Grading

This assessment is graded as distinction, pass or fail according to the grading criteria.

To achieve a pass in this assessment, the apprentice must meet all the pass criteria.

To be awarded a distinction, the apprentice must:

- meet all the pass criteria
- demonstrate that they are able to work without supervision
- demonstrate that, in preparation for the assessment, they have identified and implemented

improvements in at least two skills areas (these can be taken from the core list or from the relevant option)

- demonstrate Improvement Focus in behaviours.

Observation/Video Tasks Grading Criteria

<table>
<tr><td rowspan="6">Knowledge Areas Mapped</td><td colspan="2">Grading Descriptors</td></tr>
<tr><td colspan="2">Species Knowledge Relevant species/breed, its anatomy, diseases, feed requirements, and general characteristics.</td></tr>
<tr><td>Pass</td><td>Distinction</td></tr>
<tr><td>• Prepares facilities for arrival/departure of birds.
• Coordinates the movement and transport of birds safely, effectively, and compassionately without undue stress, ensuring the use of appropriate manual handling techniques.
• Demonstrate the technical skills needed to ensure the health of the birds/hatching eggs is maintained at all times and capable of dealing with potential welfare issues.
• Identifies and diagnose problems early and ensure appropriate measures are taken.</td><td>N/A</td></tr>
<tr><td colspan="2">Welfare Signals and behaviours to look for that indicate health or welfare issues and the actions required to mitigate them.</td></tr>
<tr><td>Pass</td><td>Distinction</td></tr>
<tr><td>• Demonstrate the technical skills needed to ensure the health of the birds/hatching eggs is maintained at all times and capable of dealing with potential welfare issues.
• Identifies and diagnose problems early and ensure appropriate measures are taken.
• Prepares facilities for arrival/departure of birds.
• Coordinates the movement and transport of birds safely, effectively, and compassionately without undue stress, ensuring the use of appropriate manual handling techniques.</td><td>N/A</td></tr>
</table>

<table>
<tr><td rowspan="5">Knowledge Areas Mapped</td><td colspan="2">Safety, Hygiene and Biosecurity Safety, hygiene and biosecurity legislation, codes, and practice relevant to the operation and how they are applied effectively.</td></tr>
<tr><td>Pass</td><td>Distinction</td></tr>
<tr><td>• Complies with and enforce the company health and safety rules; works in a safe manner and maintain a safe working environment.
• Takes responsibility for all personnel’s health and safety on site.
• Ensures all accidents and near misses are reported and investigated in a timely manner.
• Ensures that safety procedures and health regulations are followed at site by all staff and visitors.
• Delivers full biosecurity compliance on their site in line with industry, company, and customer standards for each poultry breed.
• Implements corrective actions when required.
• Takes responsibility for site and personal hygiene procedures.
• Provides a clean environment in line with agreed standards for the facility.
• Delivers personal hygiene compliance of themselves and all workers on their site.</td><td>N/A</td></tr>
<tr><td colspan="2">Industry Codes of Practice Relevant welfare codes of practice, including the five freedoms.</td></tr>
<tr><td>Pass</td><td>Distinction</td></tr>
<tr><td>• Maintains upkeep of the site to ensure legal compliance in line with welfare regulations and all relevant legislation and customer ethical standards.
• Carries out site audits and maintenance of the information system.
• Effectively manages the use of utilities, resources, and equipment to control waste and optimise efficiency.</td><td>N/A</td></tr>
</table>

Knowledge Areas Mapped	Performance Requirements Performance requirements of the operation including relevant cost, growth, mortality, waste, hygiene and safety metrics and the techniques and expertise required to influence them to deliver effective performance.

	Pass	Distinction
	• Maintains upkeep of the site to ensure legal compliance in line with welfare regulations and all relevant legislation and customer ethical standards. • Carries out site audits and maintenance of the information system. • Effectively manages the use of utilities, resources, and equipment to control waste and optimise efficiency. • Identifies the relevant environmental controls for the specific poultry breed/system/customer or egg programme, analyses when adjustments are required and applies as appropriate (as relevant for the species/point in growth cycle). • Manages, maintains, and operates equipment (relevant to age/breed/bird requirement) safely and effectively. • Maintains, monitors, and utilises technology and systems appropriate to the operation. • Coordinates and conducts appropriate checks and maintains/updates/keeps records as relevant. • Monitor and report on performance and then take appropriate action. • Maintains upkeep of the site to ensure legal compliance in line with welfare regulations and all relevant legislation and customer ethical standards. • Carries out site audits and maintenance of the information system. • Effectively manages the use of utilities, resources, and equipment to control waste and optimise efficiency. • Identifies the relevant environmental controls for the specific poultry breed/system/customer or egg programme, analyses when adjustments are required and applies as appropriate (as relevant for the species/point in growth cycle). • Manages, maintains, and operates equipment (relevant to age/breed/bird requirement) safely and effectively. • Maintains, monitors, and utilises technology and systems appropriate to the operation. • Coordinates and conducts appropriate checks and maintains/updates/keeps records as relevant. • Monitor and report on performance and then take appropriate action.	N/A

Knowledge Areas Mapped	Operating Procedures Standard operating procedures, methods of stock control, record keeping, and reporting relevant to their operation.	
	Pass	**Distinction**
	• Complies with and enforce the company health and safety rules; works in a safe manner and maintain a safe working environment. • Takes responsibility for all personnel's health and safety on site. • Ensures all accidents and near misses are reported and investigated in a timely manner. • Ensures that safety procedures and health regulations are followed at site by all staff and visitors. • Delivers full biosecurity compliance on their site in line with industry, company, and customer standards for each poultry breed. • Implements corrective actions when required. • Takes responsibility for site and personal hygiene procedures. • Provides a clean environment in line with agreed standards for the facility. • Delivers personal hygiene compliance of themselves and all workers on their site. • Adhere to and apply welfare codes of practice including the 5 freedoms as described in knowledge section. • Apply and act on business/industry and legislative requirements including industry assurance standards. • Implements and maintains compliance through understanding of the standards applicable to poultry and reporting and resolving non-compliance. • Contribute to assurance standard audits.	N/A

Knowledge Areas Mapped	Facility Knowledge Running of their operation in terms of facility management, knowledge of systems, technology, software, machinery, and equipment.

	Pass	Distinction
	• Maintains upkeep of the site to ensure legal compliance in line with welfare regulations and all relevant legislation and customer ethical standards. • Carries out site audits and maintenance of the information system. • Effectively manages the use of utilities, resources, and equipment to control waste and optimise efficiency. • Identifies the relevant environmental controls for the specific poultry breed/system/customer or egg programme, analyses when adjustments are required and applies as appropriate (as relevant for the species/point in growth cycle). • Manages, maintains, and operates equipment (relevant to age/breed/bird requirement) safely and effectively. • Maintains, monitors, and utilises technology and systems appropriate to the operation. • Coordinates and conducts appropriate checks and maintains/updates/keeps records as relevant. • Monitor and report on performance and then take appropriate action.	N/A
	Employment Legislation Necessary legislation, ethical code of practice and relevant policy and process, necessary to supervise and manage employees and contract/ agency workers in their operation.	
	Pass	**Distinction**
	• Effectively manages the poultry staff at the site or if there are no reports, ensures compliance with all necessary rules and protocols by cleaning, catching and other contractors visiting site. • Where people are managed; takes full responsibility for recruitment, training, employee relations and communication. Communicates effectively with internal colleagues and external stakeholders as appropriate.	N/A

	Specialist Options - Rearing
Knowledge	Brooding Knowledge
	• How to apply effectively all elements required for brooding including Equipment, e.g brooders/heaters, feeders, drinkers, lights' resources, appropriate conditions and feed and water provision and why it is important that these are completed correctly.
	Growth Impactors
	• The factors that can impact on the growth targets required for organisational purposes.
	Male Breeding Characteristics
	• The factors and causes that can affect the condition and physical characteristics of males and why this makes them suitable or unsuitable for breeding.
	Principles of Vaccination
	• Full principles of vaccination and the importance of correct administration.

	Specialist Options - Breeding
Knowledge	Impactors on Production
	• The factors that can impact on the production targets for the appropriate breed/species.
	Breeding Conditions
	• How to maintain correct conditions and apply appropriate resources to bring birds into lay.
	Breeding Factors
	• How males should be handled during semen collection to maintain good welfare and maximise semen quality.
	Fertility Factors
	• The factors effecting bird fertility and semen quality.

	Specialist Options - Hatching
Knowledge	Egg Storage
	• The reasons why it is important that the eggs are stored correctly and the consequences if this is not done effectively.
	Egg Knowledge
	• The factors which would explain why eggs would be unsuitable for incubation.
	Incubation Understanding
	• The reasons why it is important to have appropriate incubation conditions/times closely monitored and maintained.
	Bird Condition - The factors that can affect the condition of birds making them unfit for transport
	• The factors that can affect the condition of birds making them unfit for transport.
	Vaccination Principles
	• Full principles of vaccination and the importance of correct administration.

	Specialist Options - Egg Production
Knowledge	Flock Factors
	• The factors that can affect flock performance for the appropriate breed/species.
	Understanding of Environment
	• How to maintain correct conditions and apply appropriate resources to bring birds into lay and the reasons why these must be maintained correctly. • The factors effecting egg quality and actions that can be taken to maximise this.

Knowledge	Specialist Options - Grow Out

	Bird Growth Conditions
	• How to apply effectively all elements required for growing birds including equipment, (Ventilation equipment, heaters, feed and water equipment, shed alarms, bird weighing equipment, lighting) resources, appropriate conditions and feed and water provision and why it is important that these are completed correctly.
	Growth Impactors
	• The factors that can impact on the growth targets required to meet processing requirements.

Skills	Site Upkeep	
	Pass	**Distinction**
	• Maintains upkeep of the site to ensure legal compliance in line with welfare regulations and all relevant legislation and customer ethical standards. • Carries out site audits and maintenance of the information system. • Effectively manages the use of utilities, resources, and equipment to control waste and optimise efficiency.	N/A
	Health & Safety	
	Pass	**Distinction**
	• Complies with and enforce the company health and safety rules; works in a safe manner and maintain a safe working environment. • Takes responsibility for all personnel's health and safety on site. • Ensures all accidents and near misses are reported and investigated in a timely manner. • Ensures that safety procedures and health regulations are followed at site by all staff and visitors.	N/A
	Biosecurity	
	Pass	**Distinction**
	• Delivers full biosecurity compliance on their site in line with industry, company, and customer standards for each poultry breed. Implements corrective actions when required.	N/A

Skills	Hygiene and Food Safety	
	Pass	**Distinction**
	• Takes responsibility for site and personal hygiene procedures. • Provides a clean environment in line with agreed standards for the facility. • Delivers personal hygiene compliance of themselves and all workers on their site.	N/A
	Bird Handling	
	Pass	**Distinction**
	• Prepares facilities for arrival/departure of birds. • Coordinates the movement and transport of birds safely, effectively, and compassionately without undue stress, ensuring the use of appropriate manual handling techniques.	N/A
	Welfare	
	Pass	**Distinction**
	• Demonstrate the technical skills needed to ensure the health of the birds/hatching eggs is maintained at all times and capable of dealing with potential welfare issues. • Identifies and diagnose problems early and ensure appropriate measures are taken.	N/A
	Environment	
	Pass	**Distinction**
	• Identifies the relevant environmental controls for the specific poultry breed/system/customer or egg programme, analyses when adjustments are required and applies as appropriate (as relevant for the species/point in growth cycle).	N/A

Skills	Operations

	Pass	Distinction
	• Manages, maintains, and operates equipment (relevant to age/breed/bird requirement) safely and effectively. • Maintains, monitors, and utilises technology and systems appropriate to the operation. • Coordinates and conducts appropriate checks and maintains/updates/keeps records as relevant. • Monitor and report on performance and then take appropriate action.	N/A
	Standards	
	Pass	**Distinction**
	• Adhere to and apply welfare codes of practice including the 5 freedoms as described in knowledge section. • Apply and act on business/industry and legislative requirements including industry assurance standards. • Implements and maintains compliance through understanding of the standards applicable to poultry and reporting and resolving non-compliance. • Contribute to assurance standard audits.	N/A
	People	
	Pass	**Distinction**
	• Effectively manages the poultry staff at the site or if there are no reports, ensures compliance with all necessary rules and protocols by cleaning, catching and other contractors visiting site. • Where people are managed; takes full responsibility for recruitment, training, employee relations and communication. • Communicates effectively with internal colleagues and external stakeholders as appropriate.	N/A

	Specialist Options - Rearing
Skills	Brooding Procedures
	• Brooding Procedures – prepare, monitor, and maintain necessary equipment and appropriate conditions for new birds. Manage appropriate feed and water provision.
	Effective Rearing
	• Rear birds to suitable/target weight and condition for breeding utilising people and resources as required. Assess and monitor that the growth of young birds meets production targets in line with organisational requirements.
	Breeding Selection
	• Bring birds into lay by identifying and selecting suitable males for breeding.
	Vaccine Usage
	• Prepare and administer vaccine correctly.

	Specialist Options - Breeding
Skills	Breeding Process Implementation
	• Applies the correct process and resources to bring birds into lay. • Ensure that the birds develop using the appropriate methods and equipment with the right inputs from team.
	Egg Collection, Grading and Storage
	• Monitor and maintain the collection, grading and storage of eggs for breeding purposes providing input and guidance where required.
	Artificial Insemination
	• Monitor and maintain the artificial insemination if relevant to species providing input and guidance where required. • Prepare hens and monitor their insemination in-line with organisational requirements.
	Semen Collection
	• Prepare males and monitor the collection of semen in-line with organisational requirements.

	Specialist Options - Hatching
Skills	Egg Receipt Process
	• Manage, monitor, and maintain the receipt and selection of eggs for hatching ensuring workers follow correct process and giving advice and guidance when required on storage and selection of eggs.
	Incubation Process
	• Manage, monitor, and maintain the preparation, loading and incubation of hatching eggs. • Ensure eggs are prepared for incubation at set times, the incubator is prepared correctly to receive eggs and eggs are loaded into the incubator correctly by the team. • Check egg fertility and select eggs for transfer in line with organisational requirements and provide advice and input as required.
	Hatch and Despatch Process
	• Manage, monitor, and maintain the hatch and despatch of poultry – monitor the take-off of poultry, ensure substandard products are correctly recognised and disposed of in line with legal and organisational requirements, monitor preparation of birds for transportation.
	Vaccine Usage
	• Prepare and administer vaccine as required in line with correct process.

	Specialist Options - Egg Production
Skills	Egg Quality Factors
	• The factors affecting egg quality and actions that can be taken to maximise this.
	Lay Process
	• Applies the correct process and resources to bring birds into lay. • Ensure that the birds develop using the appropriate methods and equipment with the right inputs from team.
	Egg Collection, Grading and Storage of Eggs for Human Consumption
	• Manage, monitor, and maintain the collection, grading and storage of eggs for human consumption. • Ensure eggs are handled, graded, marked, and stored in line with organisational requirements.

	Specialist Options - Grow Out
Skills	Growing Preparation
	• Growing Procedures –prepare, monitor, and maintain necessary equipment (Ventilation equipment, heaters, feed and water equipment, shed alarms, bird weighing equipment, lighting) and appropriate conditions for new birds. • Prepare provide and manage appropriate feed and water provision.
	Growing Process
	• Rear birds to suitable/target weight and condition for processing utilising people and resources as required. • Assess and monitor that the growth of young birds meets production targets in line with organisational requirements.

Behaviours	Responsibility and Ownership Takes appropriate responsibility and ownership of decision-making for good welfare practice, care of animals integrity/ethics in the process and site standards.	
	Pass	**Distinction**
	• Takes appropriate responsibility and ownership of decision-making for good welfare practice, care of animals integrity/ethics in the process and site standards.	N/A

<table>
<tr><td colspan="3">Resilience and Commitment Maintains quality of work under pressure, demonstrates resilience and determination, shown in their commitment, consistency in results and overall dedication to their work.</td></tr>
<tr><td colspan="2">Pass</td><td>Distinction</td></tr>
<tr><td colspan="2">• Maintains quality of work under pressure, demonstrates resilience and determination, shown in their commitment, consistency in results and overall dedication to their work.</td><td>N/A</td></tr>
<tr><td colspan="3">Improvement Focus Looks to continuously improve their operation, adapt quickly to changing conditions, technologies, situations and working environments. Able to prioritise effectively and adapt to changing circumstances.</td></tr>
<tr><td>Pass</td><td colspan="2">Distinction This behaviour is intrinsically linked to the demonstration of the skills improvements necessary to achieve distinction.</td></tr>
<tr><td>N/A</td><td colspan="2">Able to adapt to changes in conditions, technologies, situations and working environments, willing to accept changing priorities and work patterns when new jobs need to be done, or requirements change.</td></tr>
</table>

Portfolio of Evidence

Overview

The portfolio of evidence (portfolio), which is completed with the support of the training provider and the employer during the on-programme element of the apprenticeship, will detail the progress the apprentice has made in learning the KSBs needed to be put forward for EPA.

The evidence in the portfolio will be referenced and used by the End-Point Assessor to validate behaviours through further questioning in the interview. The portfolio will not be assessed.

There should be at least one piece of evidence per skills criteria including the apprentice's specialist option which should also demonstrate sufficient knowledge.

The portfolio will contain evidence to support progress, which can include, but is not limited to:

- examples of behaviours
- written examples
- responses and illustrations

- written summaries
- reports
- support documentation.

Each specialism has a designated Mapping and Tracking Form, which can be used to identify which piece of evidence meets each KSB. Incomplete portfolios will be rejected at the gateway stage.

If completing the Mapping and Tracking Form, apprentices are encouraged to pinpoint the location of any evidence so the End-Point Assessor can easily identify where it is located.

Project

The portfolio of evidence must include a project. This must be on a significant topic which will be written in a report format of 2500 words (+/-10%) excluding supporting evidence. We have produced a project template with apprentices may use. However, this is not mandatory.

VQA has created a bank of projects which reflects the Poultry Technician activities and will enable the apprentice to demonstrate their competencies across the standard.

When selecting the project, particular attention must be paid to ensure that the project is reflective of naturally-occurring work tasks.

Interview

Assessment Overview

The interview can take place face-to-face or remotely.

The training provider will submit the apprentice's portfolio of evidence at gateway. The End-Point Assessor will then prepare questions for the interview based on the contents of the portfolio and relevant to the KSBs assigned to this assessment.

The interview will last 60 minutes. A 10% variance is permitted at the End-Point Assessor's discretion to allow the apprentice to finish their final answer or point. No new questions will be asked after the time limit has been reached. The End-Point Assessor will ask a minimum of six questions.

During the interview, the apprentice may refer to their portfolio and to notes. This is a formal assessment and must take place in a controlled environment.

Grading

This assessment is graded as distinction, pass or fail according to the grading criteria.

To achieve a pass in this assessment, the apprentice must meet all the pass criteria.

To be awarded a distinction, the apprentice must meet all the pass criteria and demonstrate Improvement Focus in behaviours.

The apprentice will achieve this by referring to verifiable examples and evidence from their portfolio, including the project. Through these and their responses to questions, they must show to the End-Point Assessor that they can demonstrate Improvement Focus in the behaviour grading criteria.

If the apprentice does not meet all the pass criteria, this assessment will be graded as a fail.

Interview Grading Criteria

Behaviours	Attitude and Diligence	
	Pass	**Distinction**
	Leads by example, through their actions and behaviour, shows a strong work ethic through punctuality, consistent standards, diligence in the quality of their work, a positive attitude and good attention to detail.	N/A
	Responsibility and Ownership	
	Pass	**Distinction**
	• Takes appropriate responsibility and ownership of decision-making for good welfare practice, care of animals integrity/ethics in the process and site standards.	N/A
	Challenge and Initiative	
	Pass	**Distinction**
	• Challenges themselves and others, embraces new ways of thinking, and encourages others to do the same. Displays a positive mind set, through their willingness to learn, proactive approach, ability to act on their own initiative, and willingness to solve problems and acquire new skills.	N/A
	Respect For Others	
	Pass	**Distinction**
	• Manages and coaches others effectively, work well with colleagues and, communicates and gives feedback effectively, shows respect for other people and gives them time and support.	N/A

	Improvement Focus Looks to continuously improve their operation, adapt quickly to changing conditions, technologies, situations and working environments. Able to prioritise effectively and adapt to changing circumstances.	
	Pass	**Distinction**
	N/A	Able to adapt to changes in conditions, technologies, situations and working environments, willing to accept changing priorities and work patterns when new jobs need to be done, or requirements change.
	Resilience and Commitment	
	Pass	**Distinction**
	• Maintains quality of work under pressure, demonstrates resilience and determination, shown in their commitment, consistency in results and overall dedication to their work.	N/A

Overall Grading

This standard is graded as distinction, pass or fail. Each assessment component is graded individually. Once all assessment components have been completed, the grades are combined as described in the table below to determine the overall grade.

The apprentice needs to get the relevant grade in every single assessment component to achieve that grade overall. This means three passes, equal a pass, and three distinctions equal a distinction.

Knowledge Test	Observation	Interview	Overall Grade
Pass	**Pass**	**Pass**	**Pass**
Distinction	**Distinction**	**Distinction**	**Distinction**
A fail in any assessment component will result in a fail overall.			

Resits and Retakes

If the apprentice fails any of the assessment components, they will be eligible for a resit or retake. A resit does not require further learning, whereas a retake does. Resits/retakes will not be offered to apprentices wishing to move from pass to distinction.

Appeals

VQA's Appeals Policy, including time frames, can be found here.

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