



IMI RE-SIT AND RE-TAKE POLICY

Issue Number	Effective Date	Amendments	Reason for Amendments
3	07 Feb 2024	<ol style="list-style-type: none">Updated the web link for the apprenticeship standard price matrixes.Added a reference to further guidance in the IMI Operating Manual (section 9.1).	<ol style="list-style-type: none">IMI website (IMI Connect) updates.IMI Operating Manual review and update.

PURPOSE

This policy states how the IMI manage re-sits and re-takes within end-point assessment (EPA).

DEFINITIONS

- Re-sit – the re-sit of a mandatory EPA activity where additional training does not take place prior to assessment.
- Re-take – the re-take of a mandatory EPA activity where additional training does take place prior to assessment.

IMI APPROACH

Unless stated within the assessment plan, the number of re-sits or re-takes is at the discretion of the employer but subject to the maximum duration of EPA.

An apprentice cannot undertake a re-sit or re-take to increase a grade from a pass to a distinction.

Where the apprentice has undertaken a re-take the training provider and employer are responsible for ensuring there is an appropriate training plan in place.

Costs for re-sits / re-takes must be paid by employers out of the final cost of the apprenticeship agreed between the provider and employer. There should be a written agreement in place between the training provider and employer stating arrangements for re-sits / re-takes and payments.

IMI re-sit prices apply regardless whether additional learning has taken place. Prices for re-sits may vary depending on the apprenticeship standard and the EPA activity being re-taken. Where the apprentice requires a re-sit / re-take after the published timeframe stated in the assessment plan, the apprentice will classify as a fail, therefore requiring to re-take all elements of EPA activities and rebook a full EPA. Prices for re-sits / re-takes can be found on the relevant apprenticeship standard price matrixes listed on the fee & charges webpage – [Apprenticeship Standards – Cost Matrix](#).

RE-SITS / RE-TAKES PER EPA ACTIVITY

If the apprentice does not achieve a pass first time, a decision on whether to allow re-sit or re-take rests with their employer, unless specified within the assessment plan. All apprentices that fail must have a remedial action plan in place. Any re-sits or re-takes, must take place within the timeframe allowed for EPA.

The training provider / employer must book and complete a re-sit / re-take within the assessment window as stated within the applicable assessment plan.

A re-sit / re-take must be booked with the IMI. If you require to book a re-sit / re-take, please email epa@theimi.org.uk or call 01992 511 521.

Further guidance on re-sit/re-take rules available within section 9.1 of the [IMI Operating Manual](#).