



Guide to End Point Assessment (EPA)

Level 5 Apprenticeship Standard

HR Consultant Partner

Guide to End Point Assessment

Level 5 HR Consultant Partner

Section 1: About the CIPD as an EPA Organisation

The CIPD is an independent third-party organisation registered on the Education and Skills Funding Agency's Register of EPA Organisations for the HR Apprenticeship standards.

Our assessment processes have been developed to provide rigorous, robust and independent EPA so that we can give employers confidence that apprentices completing an apprenticeship standard with the CIPD can actually perform in the occupation they have been trained in and can demonstrate the duties, knowledge, skills and behaviours (KSBs) set out in the apprenticeship standard.

There are two levels of HR apprenticeship standards:

- Level 3 HR Support
- Level 5 HR Consultant Partner.

Section 2: Introduction

This document is for apprentices, employers and training providers who are contracted with the CIPD for EPA of the Level 5 HR Consultant Partner Apprenticeship. This is:

- apprentices who are registered with the CIPD to undertake EPA
- employers who intentionally selected the CIPD to conduct EPA for their apprentice/s
- training providers who signed the CIPD's EPA contract agreement on behalf of an employer.

This guide will cover information about the CIPD as an EPA organisation and details about the EPA activities, including:

- Preparing for EPA
- The EPA Activities
- Completion of EPA
- Resources
- A summary of the process
- The Level 5 HR Consultant Partner components

Section 3: The Level 5 HR Consultant Partner Apprenticeship

Apprenticeship Title: HR Consultant Partner

Apprenticeship Standards: the knowledge, skills and behaviours (KSBs) required to carry out the job of an HR Consultant Partner:

Apprenticeship Level: this is a Level 5 apprenticeship

On-Programme Training Duration: minimum 12 months (typical 36 months)

Professional Qualifications

With effect from 1 June 2021, all apprentices will register on the Level 5 Associate Diploma in People Management only. Apprentices enrolling before 31 May 2021 must start and complete the CIPD Level 5 Intermediate Certificate/ Diploma in Human Resource Management

On-Programme Training

- Line Manager uses the formal performance meetings (PM) process and regular 1:1s to discuss progress in the apprenticeship, provide feedback and development guidance. This will also track the completion of the qualifications at the appropriate time in the apprenticeship.
- Training Provider can support this by ensuring that the requirements of the apprenticeship are reflected in the PM process and filling any gaps through their work with the apprentice.
- Training Provider can also support the apprentice on understanding the learning journey, providing advice and guidance on learning strategies and tools that will support the apprentice's preferred learning style and improve their learning agility.
- Regular check points between the Line Manager and Training Provider (aligned with the PM process) to ensure that the apprentice is on track and agree how any issues will be addressed.
- Apprentices should be strongly encouraged to create a learning record that contains examples of their work as they go through the apprenticeship - this can be used in reviews with the Line Manager and Training Provider as well as to support / contribute to the material submitted as part of the End Point Assessment.
- This learning record should be kept online wherever possible.

The End Point Assessment

The purpose of the End Point Assessment is to assess if the apprentice has met all the requirements of the standards and that they are occupationally competent in the role of HR Consultant Partner. There are 2 elements to the End Point Assessment:

- Consultative Project
- Professional Discussion

EPA Duration 3 months (maximum).

Full details of the Level 5 HR Consultant Partner Apprenticeship Standard can be found on the Institute for Apprenticeships website

<https://www.instituteforapprenticeships.org/apprenticeship-standards/hr-consultant-partner-v1-1>

Section 4: Preparing for EPA

Gateway

The Gateway is a decision as to when the apprentice is ready to move onto End Point Assessment. It happens when the on-programme training is complete, and the apprentice is consistently demonstrating the specific KSBs required for the occupation. The decision as to when the apprentice is ready to move on to EPA will be made by the employer (supported by the training provider).

In order to review if an Apprentice is ready for End Point Assessment, the following criteria needs to be completed to progress through the Gateway:

Gateway Criteria
Apprentice has been on the programme for a minimum of 1 year
Apprentice has a Level 2 in Maths and English
Apprentice has achieved the required knowledge
Signed Consultative Project & Declaration form
Apprentice has signed the Certification Claim Authorisation form

Ready for EPA

Once the employer has confirmed the apprentice is ready to move on to EPA and all the supporting gateway evidence has been submitted onto the CIPD by uploading onto SmartEPA, the CIPD has seven working days to check the evidence and approve readiness for EPA.

The EPA timeline begins as soon as the CIPD confirms readiness. This will be in the form of a booking email sent to the Apprentice, Employer and Training Provider.

The apprentice will be deemed not ready for EPA and the timeline may be delayed if: (this list is not exhaustive).

- the on-programme training is less than 372 days
- English and Maths credentials are not covered within the Education and Skills Funding Agency's (ESFA) guidance on the Gateway requirements or other supporting evidence endorsed by the ESFA
- the Consultative Project Scope & Declaration form, has not been signed off by the employer,
- the consent forms have not been signed and submitted.

Section 5: EPA Activities

Through the Consultative Project and the Professional Discussion, the apprentice will be assessed against the Knowledge, Skills and Behaviours required for the Level 5 HR Consultant Partner standards.

Both elements will be assessed by an assessor from the CIPD, your independent assessment organisation.

The Consultative Project

The Consultative Project gathers evidence against the knowledge and skills components for the Level 5 HR Consultant Partner apprenticeship standard. The purpose of this assessment method is to complete a significant piece of work done by the apprentice in the role, after the Gateway taking a maximum of 3 months to complete.

The project will require the apprentice to describe how they've applied their knowledge and HR skills to deliver the services required for the role as described in the standards.

It includes a written submission which the independent assessor will review and assess.

The Consultative Project should be designed to ensure the apprentices work meets the needs of their business, is relevant to their role and allows them opportunities to demonstrate clear and robust evidence for the specific knowledge and skill components they'll be assessed on.

Therefore, the project's subject and scope must be agreed between the apprentice and their employer to ensure suitable coverage of all the assessment requirements.

If the project cannot cover all the knowledge and skills components, then it is permissible for a maximum of three components to be assessed in the professional discussion instead.

Alongside the project choice the apprentice must also select which following HR specialisms their work will be applied to:

- Core HR
- Resourcing
- Total Reward
- Organisation Development
- HR Operations

For further information and hints and tips please refer to [The Essential Guide to the Consultative Project](#) in the Level 5 HR Consultant Partner EPA Toolkit.

Professional Discussion

One week after the submission of the Consultative Project the apprentice will have their Professional Discussion with an Independent Assessor from the CIPD. The Professional Discussion gives the apprentice the opportunity to make detailed and proactive contributions through discussion to confirm their competency across the necessary skills and behaviours.

The Professional Discussion is usually carried out via video conferencing (Smart Rooms/Zoom) and lasts around 60 minutes.

For further information and hints and tips please refer to the [Essential Guide to the Professional Discussion](#) in your Level 5 HR Consultant Partner EPA Toolkit.

Section 6: Completion of EPA

The Independent Assessor will not inform the apprentice of the EPA outcome. The EPA overall grade and feedback is published on SmartEPA within two to three weeks from the assessment date.

Overall Grades

There are 3 possible overall grades: Fail, Pass and Distinction. The following table highlights how the grades are determined:

Consultative Project		Professional Discussion	Result
85 to 100 marks and exceeded requirements on the distinction criteria	AND	85 to 100 marks and exceeded requirements on the distinction criteria	Distinction
60 to 84 marks and all components met		60 to 84 marks and all components met	Pass
59 marks or less or not all components have been met		59 marks or less or not all components have been met	Fail

End Point Assessment Grading

The apprentice will be awarded a Fail, Pass or Distinction for each assessment method and for the overall End Point Assessment. The overall grade is arrived at using a 50:50 weighting of the two scores.

To achieve a pass, **ALL** of the components in both assessment methods must be evidenced and met

To achieve a distinction, the apprentice will also need to have exceeded expectations in the distinction components (emphasized in grey in the table at the end of this document) in both assessment methods.

Distinction recognises a small number of apprentices who are seen as outstanding employees, regularly going beyond what is required and seen as having the greatest potential for the future

EPA Re-sits

If an apprentice fails one EPA method, they can re-sit just the failed assessment. A resit does not require further learning. The maximum grade for an apprentice who resits either the Consultative Project or Professional Discussion is a Pass. An apprentice is not allowed to resit as an opportunity to move up to a higher grade.

Resits are chargeable to the employer as per the terms and costs found in your policies folder and can only be taken with the employer's written agreement to cover the cost.

The booking request for the resit must come from the Training Provider, for further information on the resit/retake process please refer to [The CIPD Resit/Re-take policy](#) in the Level 5 HR Consultant Partner EPA Toolkit.

EPA Re-take

If an apprentice fails both assessments, they will be required to retake the EPA in full (with no limits to grades). A retake requires completion of the full EPA (both assessments again) following a period of further learning with a supportive action plan.

Re-takes are also taken at the employer's discretion and will be chargeable to the employer at the full EPA cost (please refer to the terms and costs). They can only be taken after the employer has agreed a retake development plan and timeline with the apprentice and the CIPD is in receipt of written agreement from the employer to cover the cost.

The booking request must come from the Training Provider, for further information on the resit/retake process please refer to [The CIPD Resit/Re-take policy](#) in the Level 5 HR Consultant Partner EPA Toolkit.

Certification

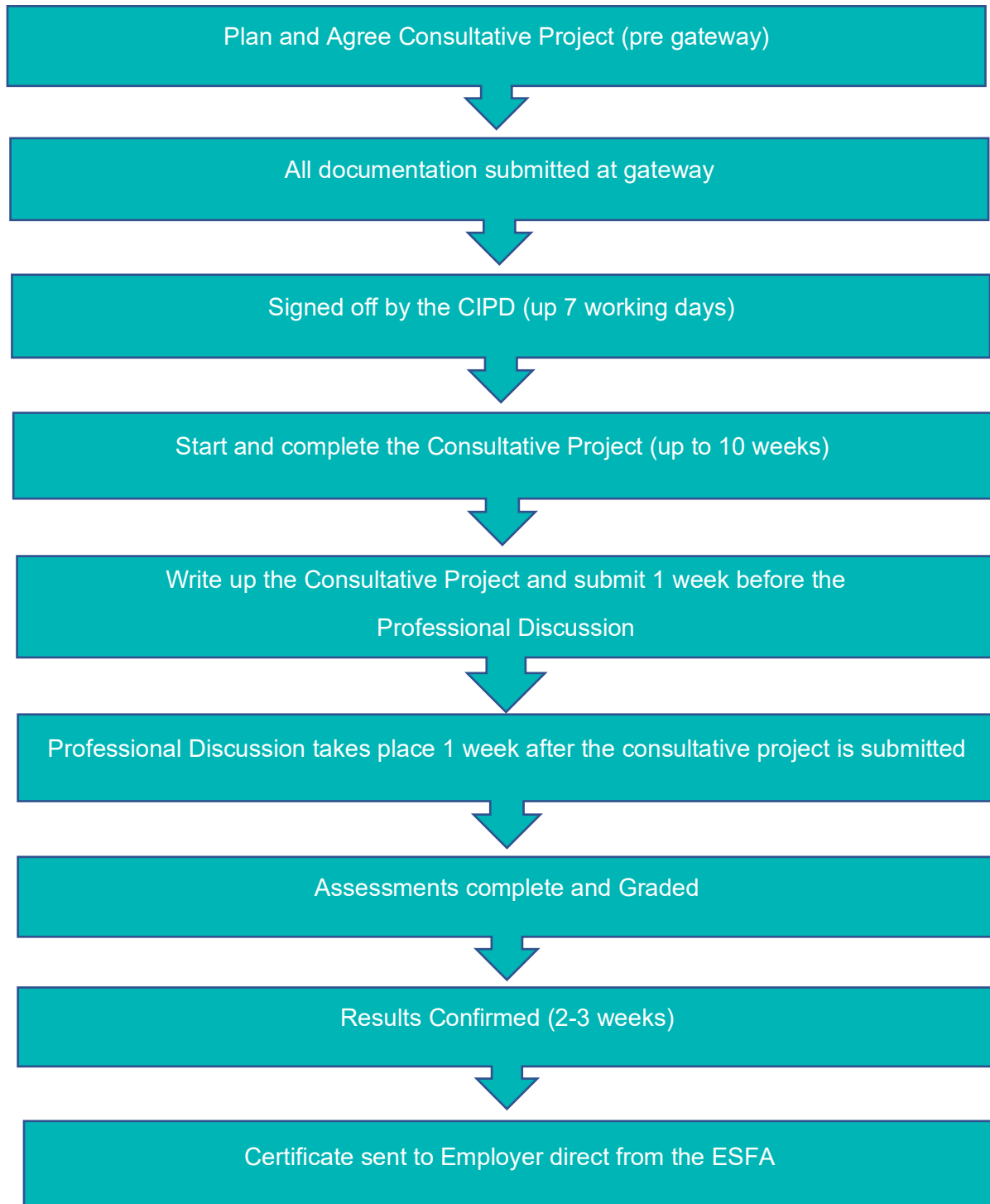
The Education and Skills Funding Agency (ESFA) operate the process for issuing apprenticeship certificates on behalf of the Secretary of State. The CIPD will request the apprenticeship certificate from the ESFA once an apprentice has successfully achieved all components of their EPA. As part of this, the CIPD must ensure the apprentice has given their permission for us to apply for certification on their behalf at gateway.

CIPD Professional Membership

All Level 5 apprentices will automatically be upgraded to Associate member upon completion of The CIPD Level 5 Associate Diploma in People Management.

Associate Membership is a visible demonstration of your experience and expertise in the people profession. Employers and colleagues respect and value the designation "Assoc CIPD" after your name, and you'll carry a mark of professionalism that's recognised worldwide.

Summary of the Process



The Level 5 HR Consultant Partner Apprenticeship Standard Components

	Component Title	Code	Description	Assessment Method
K1	HR Technical Expertise	K1.1	Good understanding across all HR disciplines, HR legislation and an excellent working knowledge of the organisation's HR policies and procedures.	Consultative Project
		K1.2	Sound understanding of HR in their sector and any unique features.	Consultative Project
		K1.3	Up to date with best practice and emerging thinking – able to use this in their dealings with the business.	Consultative Project
K2	Business Understanding	K2.1	Understands what the organisation does, the external market and sector it operates in, its challenges and issues.	Consultative Project
		K2.2	Understands business and HR KPIs and metrics, building a clear picture of how the business is performing. Understands the impact of this on their role.	Consultative Project
K3	HR Function	K3.1	Understands the structure and responsibilities of the HR function, policies and processes, and where to source HR specialist expertise.	Consultative Project
K4	MI and Technology	K4.1	Understands HR systems and where to find HR and management data, both internally and externally, including benchmarking.	Consultative Project
		K4.2	Knows how technology, including social media, is impacting the business and HR.	Consultative Project
S1	HR Consultancy	S1.1	Develops and delivers HR solutions to the business that are appropriate to the organisational context.	Consultative Project
		S1.2	Influences leaders and managers to adopt appropriate solutions.	Consultative Project
		S1.3	Provides tailored HR services to the business as required by their role.	Consultative Project
		S1.4	Contributes to the development of relevant HR policies & procedures and/or HR initiatives.	Consultative Project
S2	Providing Support and Advice	S2.1	Tailors business-centred advice on the interpretation and application of HR policies and processes.	Consultative Project
		S2.2	Makes sound judgments based on business need, ensuring the business operates within the	Consultative Project

			boundaries of employment law.	
		S2.3	Deals with escalated people issues and works with the business to resolve them.	Consultative Project
S3	Contributing to business change	S3.1	Leads the HR contribution to business projects and change programmes to support positive behavioural, business or organisational change.	Consultative Project
S4	Building HR Capability	S4.1	Leads the improvement of people capability within the business or own team.	Consultative Project
		S4.2	Advises and coaches managers to deal successfully with people issues from a generalist or specialist perspective, incorporating best practice where appropriate.	Consultative Project
S5	HR Information Analysis	S5.1	Researches, analyses and presents HR / business data (both internal and external) to provide insight, support solutions to business issues and track performance.	Consultative Project
S6	Personal Development	S6.1	Keeps up to date with business changes and HR legal/policy/process changes relevant to their role	Professional Discussion
		S6.2	Seeks feedback and acts on it to improve their performance and overall capability.	Professional Discussion
		S6.3	Plans their own development; shows commitment to the job and the profession	Professional Discussion
S7	Relationship Management	S7.1	Builds effective working relationships with business managers (using the language of the business), peers and other HR functions, together with relevant external organisations.	Professional Discussion
		S7.2	Communicates confidently with people at all levels, including senior management.	Professional Discussion
B1	Flexibility	B1.1	Adapts positively to changing work priorities and patterns, ensuring key business and HR deadlines continue to be met.	Professional Discussion
		B1.2	Curious about HR/business trends and developments, incorporating them into their work.	Professional Discussion
B2	Resilience	B2.1	Displays tenacity and proactivity in the way they go about their role, staying positive when under pressure	Professional Discussion

		B2.2	Deals positively with setbacks when they occur.	Professional Discussion
Option – HR Specialisms (The apprentice will select one of the following options)				
K5	HR Technical Expertise	K5.1	Core HR Excellent working knowledge of the principles and practices in one of* Employee Relations, Performance Management, Employee Engagement and their application in delivering HR solutions to business challenges	Consultative Project
		K5.2	Resourcing Excellent working knowledge of the principles and practices of resourcing, covering the complete process, from attraction to induction, including the use of social media and their application in delivering HR solutions to business challenges.	Consultative Project
		K5.3	Total Reward Excellent working knowledge of the principles and practices of reward, compensation and benefits and their application to all levels of the organisation.	Consultative Project
		K5.4	Organisation Development Excellent working knowledge of the principles and practices in one of* Organisation Development, Learning & Development, Talent Management and their application in delivering HR solutions to business challenges.	Consultative Project
		K5.5	HR Operations Excellent working knowledge of the principles and practices of running HR Operations, including a service centre, technology and HR data/analytics to provide services required by the business.	Consultative Project