

**CIPD**

*Championing better  
work and working lives*



# *End Point Assessment (EPA)*

*Work-based Project Plan*

*Level 5 Apprenticeship Standard*

*Learning and Development Consultant  
Business Partner*

# Work-based Project Plan

## SECTION ONE

All four sections are to be completed in full by the apprentice their line manager and training provider.

The declaration must be signed by the apprentice, employer and training provider to confirm that the choice of project has been agreed by all parties and displays the competency of the apprentice at gateway

The line manager is responsible for ensuring the work-based project plan is suitable and has the provision for appropriate business opportunities that allow the apprentice to meet the requirements of the apprenticeship standard.

The line manager will make sure this form is submitted to the CIPD within one week from the gateway.

Please take into consideration anything that could impact the work-based project timeline, submission and assessment dates. This may include: holidays, appointments, trade, etc.

Date:	
Name of Apprentice:	
*Apprentice contact details and email	
Name of Line Manager:	
*Line Manager contact details and email	

\*It is important this information is checked, so it is correct, up-to-date and matching with the CIPD's data at the time of the assessment.

This work-based project plan provides background information for the independent assessor and is a timeline for completing the evidence required for EPA1.

It documents significant milestones for actions and decisions taken during the implementation of a solution to a real business problem or objective. It should help with the preparation for organising evidence.

## SECTION TWO

Please use no more than two sentences for your answers.

<b>PROJECT TITLE:</b>	
1. Describe the organisation you work for:	
2. Who will be your target audience?	
3. What business issue/problem is being addressed by your work-based project?	

## SECTION THREE

Please provide dates for the sequence of work-based project tasks that, when added together, will determine how long the project will take to be completed (maximum duration - four months)

DD/MM/YY	•Gateway Completion
DD/MM/YY	•Date of Approval from the CIPD
DD/MM/YY	•Analysis of the Problem Completion Date
DD/MM/YY	•Relevant Background Research and Proposed Solution Completion Date
DD/MM/YY	•Project Plan Completion Date
DD/MM/YY	•Project Implementation Completion Date
DD/MM/YY	•Evaluation Completion Date
DD/MM/YY	•Formal Business Report Date of Submission to the CIPD
DD/MM/YY	•Proposed Professional Discussion Date

## SECTION FOUR

**It is essential that your project enables you to provide evidence against all components allocated to this assessment method within the assessment plan. You will need to provide sufficient evidence against all components in order to pass your End-Point Assessment**

Tick to confirm the work-based project covers the following components:

The Knowledge Components		Tick here
<b>K1</b>	Paradigms, theories and models that underpin effective adult learning, group behaviour and learning culture, for example behaviourism, cognitivism, constructivism, neuroscience.	
<b>K5</b>	Positively incorporating diversity and inclusion into L&D interventions and processes. Researching and applying current best practice in this area.	
<b>K6</b>	Change management methodologies, and the principles of project management.	
<b>K7</b>	Consultancy tools and techniques, for example the use of SWOT, 5 Whys, weighted matrix etc, providing costed recommendations and projected impact / ROI/ ROE	
<b>K8</b>	Their organisation's vision, mission, values, strategy, plans and stakeholders; its external market and sector and the opportunities and the challenges and issues it faces	
<b>K9</b>	How business, learning and HR key performance indicators and metrics build a clear picture of how the business is performing	
<b>K10</b>	The process of stakeholder mapping to define interactions with staff that are part of the learning needs analysis, design, delivery, and evaluation	
<b>K11</b>	How to measure the impact, return on investment/expectation of learning on the business	
<b>K15</b>	How to prepare, monitor and manage a budget	
<b>K16</b>	The collection of data and information, both qualitative and quantitative, to analyse learning needs, implement effective delivery and measure outcomes and impact.	
<b>K17</b>	How to identify sources, trends and anomalies in data/information	

The Skills Components		Tick here
<b>S1</b>	Work as an L&D business partner or consultant across the whole organisation or key functions / relevant stakeholders as appropriate, to build insight into existing levels of capability against future requirements, identifying organisational skills gaps and risks	
<b>S2</b>	Use a range of techniques to obtain an initial brief from internal stakeholders, and investigate and analyse data to validate the need for a learning intervention	
<b>S3</b>	Present a range of relevant and innovative solutions, logically and with credibility, to gain buy-in from senior stakeholders	
<b>S5</b>	Initiate the design of interventions and monitor implementation	

<b>S9</b>	Influence management at all levels to collaborate and take responsibility for learning initiatives	
<b>S12</b>	Construct and manage an L&D budget/project/intervention, including managing the resources to effectively deliver	
<b>S13</b>	Identify and analyse potential cost savings to ensure maximum value	
<b>S15</b>	Build effective working relationships with business managers (using the language of the business), peers and other L&D functions, together with relevant external organisations to deliver business results from L&D plans and solutions	
<b>S19</b>	Employ a range of questioning and listening skills to generate brainstorming, discussion and debate, learning and decisions	

The Behavior Components		Tick here
<b>B2</b>	Probing and inquiring to delve deeper into opportunities, options and solutions	
<b>B5</b>	They are a trusted partner, acting with integrity, ensuring that clients, partners and learners alike feel heard and confident in their ability to deliver	
<b>B7</b>	They understand and apply the commercial context, realities and drivers behind learning needs and solutions	
<b>B8</b>	They are focused on outcomes and impacts	
<b>B9</b>	They develop ideas, insights and solutions for defined business benefits	

Comment (as applicable)

<b>Apprentice's Signature</b>		<b>Date</b>	
<b>Line Manager's Signature</b>		<b>Date</b>	
<b>Training Provider's Signature</b>		<b>Date</b>	

Note: The CIPD cannot assist you with developing this work-based project plan nor guarantee you will get a pass grade on the basis of having approved it.