

The End Point Assessment Specification
Learning & Development Consultant/Business Partner
Level 5 Apprenticeship Standard
ST0563/AP01

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Introduction and Objective

Developed by the L&D/HR Trailblazer Group (L&DHRTEG), the learning and development (L&D) Consultant / Business Partner role exists within a range of organisations including private, public and third sector. Typically, the individual works alongside colleagues who specialise in Human Resources and report to a Senior L&D Manager, Head of Department or Director. In larger organisations, they may be one of a team supporting the business and may have responsibility for managing people and a budget.

The apprenticeship development programme is designed to prepare for end point assessment. It typically last 18 - 24 months and includes a learning journal that starts and continues through the whole duration.

End point assessment (EPA) begins when the employer is satisfied the apprentice is occupationally competent across all the knowledge, skills and behaviours and the Gateway conditions have been met.

Our EPA lasts a maximum of six months and uses two complimentary EPA methods that must be taken in the following order:

1. EPA 1 – Work based project with professional discussion
2. EPA 2 – Presentation and Q&A based on a learning journal.

The end point assessment plan can be found here:

https://www.instituteforapprenticeships.org/media/1909/st0563_learning-and-development-consultant_level5_ap-for-publication_240_.pdf

Mandatory Qualifications

Apprentices without Level 2 English and Maths will need to achieve this prior to taking the end point assessment. For those with an education, health and care plan or a legacy statement the apprenticeship's English and maths minimum requirement is Entry Level 3. British Sign Language qualifications are an alternative to English qualifications for those for whom this is their primary language.

There are no other mandatory qualifications for this apprenticeship.

Methods of Assessment and Learning Outcomes (Knowledge, Skills and Behaviour)

The Methods of Assessment Grid shows which of the assessment methods test occupational competence in each of the defined knowledge, skills and behaviours learning outcomes for the standard.

Title	Key	Method of Assessment
Work Based Project with Professional Discussion	WBP	Formal Business Report requiring the apprentice to demonstrate L&D consultancy skills followed by a 75 Minute competency-based interview
Learning Journal Presentation	LJP	Based on the Learning Journal 15 Minute Presentation with 30 Minute Q&A

Ref	Core Knowledge Learning Outcome to be assessed	Method of assessment
K1	Paradigms, theories and models that underpin effective adult learning, group behaviour and learning culture, for example behaviourism, cognitivism, constructivism, neuroscience	WBP
K2	Legislation and policies that influence learning design and delivery	LJP
K3	The merits of different learning delivery channels to select an appropriate face-to-face, blended or digital solution	WBP
K4	The latest learning practice, trends and emerging thinking. Current research and appropriate application of best practice/best fit solutions.	LJP
K5	Positively incorporating diversity and inclusion into L&D interventions and processes. Researching and applying current best practice in this area.	WBP
K6	Change management methodologies, and the principles of project management	WBP
K7	Consultancy tools and techniques, for example the use of SWOT, 5 Whys, weighted matrix etc, providing costed recommendations and projected impact / ROI/ ROE	WBP
K8	Their organisation's vision, mission, values, strategy, plans and stakeholders; its	WBP

	external market and sector and the opportunities and the challenges and issues it faces	
K9	How business, learning and HR key performance indicators and metrics build a clear picture of how the business is performing	WBP
K10	The process of stakeholder mapping to define interactions with staff that are part of the learning needs analysis, design, delivery, and evaluation	WBP
K11	How to measure the impact, return on investment/expectation of learning on the business	WBP
K12	The L&D structure required to meet business needs, and whether this should be inhouse, outsourced and how to source specialist expertise when required	LJP
K13	The various L&D roles, responsibilities and skills required to design and deliver face-to-face, blended or digital solutions as appropriate to their role	LJP
K14	The policies and processes required for effective organisation learning,	LJP
K15	How to prepare, monitor and manage a budget	WBP
K16	The collection of data and information, both qualitative and quantitative, to analyse learning needs, implement effective delivery and measure outcomes and impact.	WBP
K17	How to identify sources, trends and anomalies in data/information	WBP
K18	How to shape internal information systems and how they play a role to support learning	LJP
K19	How technology can support learning, including understanding of digital platforms /delivery channels as relevant to the role	LJP
K20	Emerging technologies that can support effective learning	LJP
Ref	Skills Learning Outcome to be assessed	Method of assessment
S1	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	WBP
S2	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	WBP
S3	Present a range of relevant and innovative solutions, logically and with credibility, to gain buy-in from senior stakeholders	WBP
S4	Develop an Organisational Development / L&D / succession plan that addresses gaps and fulfils skills, resourcing, talent, and future leadership needs in the partner / business area, accounting for changing internal and external environment, business and learner needs	LJP
S5	5 Initiate the design of interventions and monitor implementation	WBP
S6	Foster and develop an embedded culture of learning and continuous improvement (e.g. through using communication campaigns)	LJP
S7	Manage learning and knowledge transfer	LJP
S8	Facilitate collective and social learning using innovative technological solutions	LJP

S9	Influence management at all levels to collaborate and take responsibility for learning initiatives	WBP
S10	Set up and manage Action Learning sets, coaching and mentoring programmes	LJP
S11	Ensure quality of learning and training delivery through providing feedback to colleagues to ensure continuous improvement of self and others	LJP
S12	Construct and manage an L&D budget/project/intervention, including managing the resources to effectively deliver	WBP
S13	Identify and analyse potential cost savings to ensure maximum value	WBP
S14	Effectively engage, negotiate and manage third party suppliers	LJP
S15	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	WBP
S16	Communicate confidently with people at all levels, including senior management	LJP
S17	Work with senior leaders to carry out succession planning, organisational development and talent pipeline plans	LJP
S18	Build rapport and demonstrate the use of language patterns to facilitate and encourage discussions, debate, learning and decisions	LJP
S19	Employ a range of questioning and listening skills to generate brainstorming, discussion and debate, learning and decisions	WBP
S20	Effectively manage challenging learner and group behaviours	LJP
Ref	Behaviour Learning Outcome to be Assessed	Method of Assessment
B1	Pro-actively seeking opportunities and feedback to develop their business acumen, improve their performance and overall capability	LJP
B2	Probing and inquiring to delve deeper into opportunities, options and solutions	WBJ
B3	A desire to understand and experiment with new ideas and techniques, identifying areas for self and wider development/ improvements.	LJP
B4	That they act as a role model for learning within their organisation and across their networks	LJP
B5	They are a trusted partner, acting with integrity, ensuring that clients, partners and learners alike feel heard and confident in their ability to deliver	WBP
B6	They can enable different departments or groups to effectively work together above their own agendas and priorities	LJP
B7	They understand and apply the commercial context, realities and drivers behind learning needs and solutions	WBP
B8	They are focused on outcomes and impacts	WBP
B9	They develop ideas, insights and solutions for defined business benefits	WBP
B10	Personal resilience to manage competing priorities, ensuring that they deliver the outcomes of their work through co-design and a full understanding of the impact they have on others	LJP
B11	The courage to hold up a mirror up to the organisation when diagnosing solutions	LJP

B12	Skilfully navigating through organisational and personal politics	LJP
B13	Responsiveness and flexibility to changing internal and external environments and business needs	LJP
B14	Being a role model for the L&D profession, inspiring and galvanising others around learning solutions, ensuring that learning is embedded and delivers ambitious goals, outcomes and timelines	LJP

Gateway

The decision as to when the apprentice is ready to move on to the end point assessment will be made by the employer (often supported by the training provider). This decision is confirmed in a formal meeting between the apprentice, employer and training provider and is referred to as ‘the Gateway’.

There are a number of conditions that have to be met prior to the Gateway so all parties should be confident they are coming to the meeting having covered their own responsibilities for supplying the relevant evidence. The purpose of the Gateway is for the employer to validate and sign the evidence to endorse the apprentice’s readiness for EPA. They should also plan and agree with the apprentice how they intend to manage the assessments within the EPA timeline, taking into consideration anything that could impact on the submission and assessment dates.

The condition for passing the Gateway are met by supplying the following evidence:

- Confirmation the apprenticeship training programme lasted a minimum of 372 days
- Level 2 English and Maths credentials (eligible according to the ESFA’s requirements)
- Confidence the apprentice is occupationally competent and this is demonstrated within the completed Learning Journal (and is ready for submission within four weeks of Gateway)
- Confirmation the employer and apprentice have planned the project for EPA 1, it meets the project guidance/criteria and is ready to send to the CIPD within one week of the Gateway.

The CIPD have seven days to check, confirm and inform the apprentice that the Gateway conditions have been met.

End Point Assessment Process

EPA 1 and EPA 2 will usually be assessed on the same day using Zoom video conferencing. Alternative arrangements and reasonable adjustments may be granted upon request and in accordance with policy.

EPA 1 – Work based Project with Professional Discussion (75 minutes (+/- 10%))

Work based Project - The apprentice must submit the following evidence within five months of the Gateway date:

- Formal business report of 5000 words (+/- 10%)

The Professional Discussion will last 75 minutes and will be based on the grading of the work-based project. There will be 10 to 12 questions (from the CIPD question bank) to

test competence according to the content of the project and any knowledge, skills or behaviours that may not be evident.

EPA 2 – Presentation (20 minutes) and Q&A on Learning Journal (25 minutes)

Learning Journal - The assessor will review the apprentice's learning journal prior to the presentation to get an impression of the apprentice's critical thinking skills and how they've developed and achieved against the different areas of competence set out in the standard. The apprentice should highlight the three examples of progression from their learning journal in a clear practical analysis summary document (such as a heat map) making sure they cover:

1. Emerging trends
2. Developments in the L&D sector
3. How they have developed their L&D practice
4. How they developed their understanding of best practice in that area.

From these three examples the assessor should be able to easily review the journal and quickly see how both on and off-the-job learning took place, evolved and developed to competence and mastery.

The presentation must focus on how the apprentice demonstrates the skills, knowledge and behaviours within the standard mapped to this assessment method, giving competency-based examples of how they have demonstrated these. The presentation will be delivered via zoom video conferencing and should last 25 minutes (-/+ 10%).

The presentation should provide an example from the learning journal that best demonstrates each of the following key themes:

1. New and emerging trends and developments in the L&D sector
2. L&D Specialisms and their Business Impact
3. Leadership.

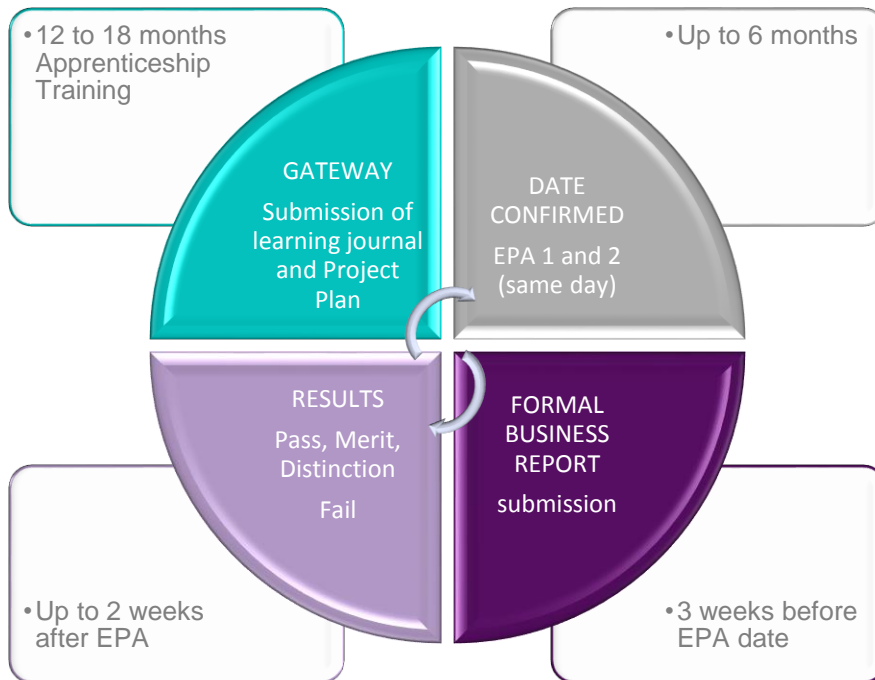
Q&A Session - The presentation is followed by a 30-minute (+/- 10%) Q&A session with the assessor. The assessor will ask five to seven open questions (from the CIPD question bank), which may be followed by probing questions.

Support Material

Apprentices, training providers and employers can access support material on the CIPD's secure digital platform.

Grading

The final apprenticeship grades are: Pass, Merit, Distinction, Fail. Apprentices will be notified of their final grades up to two weeks after the EPA.



Resits/Retakes

Resits for EPA 1 can be booked up to two months after receiving notification of the fail grade and resits for EPA 2 can be booked within one month.

The number of resits/retakes permitted is up to the employer. This must be re-arranged by the CIPD and held within one month of the original Presentation.

Resits/retakes are only available for apprentices that have failed. There is no limit to grades achievable for a resit/retake.

EPA Fee

The EPA fee is £1260 and is charged on completion of the initial assessment dates. Resits are £630 and a retake is the full EPA fee of £1260. These fees will be charged in addition to the initial assessment after the resit/retake has been completed. The employer must give their prior written agreement before a resit/retake is booked.

If an EPA is cancelled the following charges will apply.

- before six weeks of assessment date: no charge
- within three to six weeks of assessment date: 25% charge of EPA cost
- within three weeks of Executive Summary Report date: 50% charge of EPA cost.