

CIPD

*Championing better
work and working lives*



End Point Assessment (EPA) The Formal Business Report

*Learning & Development Consultant/Business
Partner
Level 5 Apprenticeship Standard*

The Formal Business Report

Name of apprentice:	
Submission date:	
<p>Describe the work-based project and the end-to-end implementation of a learning and development solution. Include:</p> <ul style="list-style-type: none">• what happened• how it happened• the results. <p>Appendices Appendices are allowed and will not be included in the wordcount. They should only be included if they provide relevant evidence of how the project was delivered and the outcomes achieved.</p> <p>How to Format Appendices</p> <ol style="list-style-type: none">1. The appendices appear at the end of your Formal Business Report.2. Include a reference list.3. Appendices must be referenced in the report.	

Title:	Submission date:
The Formal Business report must be written in 5000 words +/- 10%	Total word count (excluding Appendices):

Write the Formal Business Summary report here:

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