



## *End Point Assessment (EPA)*

*Work-based Project Plan*

*Level 5 Apprenticeship Standard*

*Learning & Development Practitioner*

# The Work-Based Project Plan

## SECTION ONE

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

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.

<b>Date</b>	
<b>Name of Apprentice</b>	
<b>*Apprentice contact details and email</b>	
<b>Name of line manager</b>	
<b>*Line manager contact details and email=</b>	

\*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>	
<b>Describe the organisation you work for:</b>	
<b>Who will be your target audience?</b>	
<b>What business issue/problem is being addressed by your work-based project?</b>	

## SECTION THREE

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 or cross here
K1	Paradigms, theories and models that underpin effective adult learning, group behaviour and learning culture, for example behaviourism, cognitivism, constructivism, neuroscience.	
K5	Positively incorporating diversity and inclusion into L&D interventions and processes. Researching and applying current best practice in this area	
K6	Change management methodologies, and the principles of project management.	
K7	Consultancy tools and techniques, for example the use of SWOT, 5 Whys, weighted matrix etc, providing costed recommendations and projected impact / ROI/ ROE	
K8	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. This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050.	
K9	How business, learning and HR key performance indicators and metrics build a clear picture of how the business is performing	
K10	The process of stakeholder mapping to define interactions with staff that are part of the learning needs analysis, design, delivery, and evaluation. This may include the needs of staff impacted by the move to a net carbon zero economy by 2050 and the requirements for a just transmission.	
K11	How to measure the impact, return on investment/expectation of learning on the business	
K15	How to prepare, monitor and manage a budget	
K16	The collection of data and information, both qualitative and quantitative, to analyse learning needs, implement effective delivery and measure outcomes and impact.	
K17	How to identify sources, trends and anomalies in data/information	

The Skills Components		Tick or cross here
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	
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	
S3	Present a range of relevant and innovative solutions, logically and with credibility, to gain buy-in from senior stakeholders	
S5	Initiate the design of interventions and monitor implementation	
S9	Influence management at all levels to collaborate and take responsibility for learning initiatives	
S12	Construct and manage an L&D budget/project/intervention, including managing the resources to effectively deliver	
S13	Identify and analyse potential cost savings to ensure maximum value	
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	
S19	Employ a range of questioning and listening skills to generate brainstorming, discussion and debate, learning and decisions	

The Behavior Components		Tick or cross here
B2	Probing and inquiring to delve deeper into opportunities, options and solutions	
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	
B7	They understand and apply the commercial context, realities and drivers behind learning needs and solutions This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050, for example, ensuring a just transition for those with legacy skills into the new green economy.	
B8	They are focused on outcomes and impacts	
B9	They develop ideas, insights and solutions for defined business benefits. This may include an organisation's sustainability strategy or exposure to the UK Government's policy for net carbon zero emissions by 2050, for example, ensuring a just transition for those with legacy skills into the new green economy.	

Comment (as applicable)

Apprentice's Signature		Date	
Line Manager's Signature		Date	
Training Provider's Signature		Date	

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.