



End Point Assessment (EPA)

Components List and Codes

*Level 5 HR Consultant Partner
Apprenticeship Standard*

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

Components shaded in grey below are those that carry the distinction criteria

	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 boundaries of employment law.	Consultative Project
		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
<p>Option – HR Specialisms The apprentice is required to select one of the following options</p>				
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