

**CIPD**

*Championing better  
work and working lives*



## *End Point Assessment (EPA)*

*The Consultative Project Scope &  
Declaration of Occupational Competence*

*Level 5 HR Consultant Partner  
Apprenticeship Standard*

## The Consultative Project Scope

To be completed by the apprentice and their line manager at the Gateway review.

Name of Apprentice	
*Apprentice Contact Details	
Name of Line Manager	
*Line Manager Contact Details	

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

The consultative project must provide clear and robust evidence which demonstrates the apprentice has met the requirements of the apprenticeship standard. The specific knowledge and skills components assessed in this assessment method are listed below.

If, due to organisational circumstances, the project cannot cover all the knowledge and skills components, then it is permissible for a maximum of **three** components to be assessed in the Professional Discussion instead.

If, having completed your project there are components not covered that you didn't identify or the initial components need to change, you must complete a new scope document and upload this in SmartEPA at the same time as your project. There are still a maximum of three components that can be assessed in the professional Discussion instead.

It's 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 One HR Specialism as your Chosen Option**

Component Title	Component Code	Description	Tick Box
Core HR	K5.1	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	
Resourcing	K5.2	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.	
Total reward	K5.3	Excellent working knowledge of the principles and practices of reward, compensation and benefits and their application to all levels of the organisation.	
Organisation Development	K5.4	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.	
HR Operations	K5.5	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.	

Please **tick** all components that will be covered in the consultative project.

Leave the box blank next to any components that cannot be covered (up to a maximum of 3) and should therefore be assessed in the professional discussion.

Component Title	Component Code	Description	Tick Box
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.	
	K1.2	Sound understanding of HR in their sector and any unique features.	
	K1.3	Up to date with best practice and emerging thinking – able to use this in their dealings with the business.	
Business Understanding	K2.1	Understands what the organisation does, the external market and sector it operates in, its challenges and issues.	
	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.	
HR Function	K3.1	Understands the structure and responsibilities of the HR function, policies and processes, and where to source HR specialist expertise.	
MI and Technology	K4.1	Understands HR systems and where to find HR and management data, both internally and externally, including benchmarking.	

	<b>K4.2</b>	Knows how technology, including social media, is impacting the business and HR.	
<b>Hr Consultancy</b>	<b>S1.1</b>	Develops and delivers HR solutions to the business that are appropriate to the organisational context.	
	<b>S1.2</b>	Influences leaders and managers to adopt appropriate solutions.	
	<b>S1.3</b>	Provides tailored HR services to the business as required by their role.	
	<b>S1.4</b>	Contributes to the development of relevant HR policies & procedures and/or HR initiatives.	
<b>Providing Support and Advice</b>	<b>S2.1</b>	Tailors business-centred advice on the interpretation and application of HR policies and processes.	
	<b>S2.2</b>	Makes sound judgments based on business need, ensuring the business operates within the boundaries of employment law.	
	<b>S2.3</b>	Deals with escalated people issues and works with the business to resolve them.	
<b>Contributing to business change</b>	<b>S3.1</b>	Leads the HR contribution to business projects and change programmes to support positive behavioural, business or organisational change.	
<b>Building HR Capability</b>	<b>S4.1</b>	Leads the improvement of people capability within the business or own team.	
	<b>S4.2</b>	Advises and coaches managers to deal successfully with people issues from a generalist or specialist perspective, incorporating best practice where appropriate.	
<b>HR Information Analysis</b>	<b>S5.1</b>	Researches, analyses and presents HR / business data (both internal and external) to provide insight, support solutions to business issues and track performance.	

<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 Consultative Project Scope nor guarantee you'll receive a pass grade on the basis of having approved it.**

## Declaration of Occupational Competence

**The decision as to when the apprentice is ready to move on to the End Point Assessment will be made by the Employer (Line Manager) and the Training Provider based on their monitoring of apprentice’s progress. The Employer will make the final decision as to whether the apprentice meets the requirements of the standard.**

As the apprentice’s Employer, by signing this statement, you are confirming you have selected CIPD to act as the End Point Assessment Organisation for your Apprentice and you are confirming you have been monitoring and managing the apprentice’s performance against all the requirements of the apprenticeship standard and you are confident the apprentice is providing HR expertise within your company or organisation.

I confirm ..... (name of apprentice)

is occupationally competent in the role of HR Consultant or HR Business Partner. They have demonstrated their HR expertise to provide and lead the delivery of HR solutions to business challenges, together with tailored advice to the business in a number of HR areas, typically to mid-level and senior managers.

- They have a good grounding across the whole range of HR disciplines.
- They often make decisions and recommendations on what the business can/should do in a specific situation.
- They influence managers to change their thinking as well as bringing best practice into the organisation.
- They can lead the people related elements of business or HR projects.
- They link the work they do to the context and priorities of the business.

I am confident this apprentice is occupationally competent and ready to move on to end point assessment. I have checked the relevant evidence to confirm:

- Their apprenticeship training programme lasted a minimum of 372 days
- Their Level 2 English and Maths credentials are eligible according to the ESFA’s requirements.
- They’re in receipt of their mandatory L5 CIPD Qualification Certificate

<b>Line Manager Name</b>	
<b>Signature</b>	
<b>Date</b>	