

CIPD

*Championing better
work and working lives*



End Point Assessment (EPA)

*The Consultative Project Scope &
Declaration of Occupational Competence*

*Level 3 HR Support 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.

These components need to be identified on this scope document which is required at Gateway.

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

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
Business Understanding	K1.1	Understands the external market and sector within which their organisation operates, the products and services it delivers	
	K1.2	Understands the structure of the organisation, where their role fits in the organisation; the 'Values' by which it operates and how these apply to their role.	
HR Legislation and Policy	K2.1	Basic understanding of HR in their sector and any unique features.	
	K2.2	Good understanding of HR legislation and the HR Policy framework of the organisation.	
	K2.3	Sound understanding of the HR Policies that are relevant to their role. Knows where to find expert advice.	
HR Function	K3.1	Understands the role and focus of HR within the organisation	
	K3.2	Understands the HR business plan / priorities and how these apply to their role.	
HR Systems and Processes	K4.1	Understands the systems, tools and processes used in the role, including the organisation's core HR systems	
	K4.2	Understands the standards that have to be met in the role	
Service Delivery	S1.1	Delivers excellent customer service on a range of HR queries and requirements, providing solutions, advice and support primarily to managers	
	S1.2	Builds manager's expertise in HR matters, improving their ability to handle repeated situations themselves where appropriate.	
	S1.3	Uses agreed systems and processes to deliver service to customers	
	S1.4	Takes the initiative to meet agreed individual and team KPIs in line with company policy, values, standards	
	S1.5	Plans and organises their work, often without direct supervision, to meet commitments and KPIs.	
Problem Solving	S2.1	Uses sound questioning and active listening skills to understand requirements and establish root causes before developing HR solutions	
	S2.2	Takes ownership through to resolution, escalating complex situations as appropriate.	
Process Improvement	S5.1	Identifies opportunities to improve HR performance and service, acting on them within the authority of their role	

	S5.2	Supports implementation of HR changes/projects with the business.	
Managing HR Information	S6.1	Maintains required HR records as part of services delivered.	
	S6.2	Prepares reports and management information from HR data, with interpretation as required	

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

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’re confirming you’ve selected CIPD to act as the End Point Assessment Organisation for your Apprentice. You’ve been monitoring and managing the apprentice’s performance against all the requirements of the apprenticeship standard and you’re confident the apprentice is delivering front line HR support to managers and employees or is providing HR management within your company or organisation.

I confirm *(name of apprentice)*

is occupationally competent in the role of HR Support. They’ve demonstrated their HR expertise in handling day to day queries and providing HR advice, ranging from transactional to relatively complex queries (from recruitment through to retirement).

- They use HR systems to keep records, provide relevant HR information to the business and work with the business on HR changes.
- They take ownership for providing advice to managers on a wide range of HR issues using company policy and current law.
- They give advice that is compliant and prevents errors which could expose the organisation to employment tribunals or legal risk.

I’m confident this apprentice is occupationally competent and ready to move on to end point assessment. I’ve 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.

Line Manager Name	
Signature	
Date	