**A group of people sitting at a table

Description automatically generated**

*End Point Assessment (EPA)*

*The Consultative Project Template*

*Level 3 HR Support Apprenticeship Standard*

**Consultative Project Template - Level 3 HR Support**

|  |  |
| --- | --- |
| **Name of Apprentice** |  |

***The project should be written in 3000 words (not including the title) +/- 10%***

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| **Project Title:** |  |
| **Total Word Count:** |  |

**Guidance**

The consultative project requires you to describe how you’ve applied your knowledge and HR related skills in context to a business need or situation and then present solutions to deliver the services as laid out in the HR Support Apprenticeship Standard.

When undertaking the consultative project, it is essential that you’ve provided full coverage of all the components that are identified in the grading amplification and standard, paying particular attention to the guidance provided for achievement of these.

If you’ve decided to choose a project topic that’s part of a larger piece of work and includes senior or other colleagues, you’ll need to ensure that you clearly define your role that you’ve taken throughout the project.

Please note: that in a situation where your selected project topic is quite specific, for example recruitment, performance management, reward etc. you’ll need to ensure that you provide adequate depth and breadth of coverage of components - it might be necessary for you to provide examples of HR knowledge and skills outside of your project topic to capture sufficient evidence. This should only be done in circumstances where there is insufficient breadth in your project to satisfy the full component requirements.

For example:

*K2.2 HR Legislation and Policy requires Good understanding of HR legislation and the HR policy framework.*

For satisfactory coverage of the requirements for this component you need to be able to provide knowledge and understandings of legislation and HR policy framework of the organisation so you will probably need to evidence and refer to wider HR policies and legislation beyond the scope of your chosen topic.

**The Structure of the Project**

The structure of your project should follow the layout provided below but you **must** ensure that capture the full breadth and depth of the components as guided in the CP Assessment Grading Amplification

* **Introduction** – In telling us about your organisation explain the external market and sector, products and services. Include your understanding of how the organisation is structured, where your role fits, values of the organisation and how these apply to your role.
* **Project objectives** – these need to state the aims of what you plan to achieve by doing the project through to completion.
* **Scope of the work** – here you need to define what you intend to deliver and focus on by doing the project.
* **Description of the situation, problem or business need** – this needs to identify what your chosen project topic is aiming to address/solve/contribute.
* **Methodology used** – this needs to identify what methods you are going to use to investigate your chosen topic. It might include primary data, such as reviewing forms of statistical or numerical data or other methods such as interviews where you need to capture understanding people’s views and perceptions. This section doesn’t need to be highly detailed it just need to inform the reader what methods you have adopted to explore the topic of your project.
* **Relevant information gathered** – this needs to explain the types of information you have gathered in order to identify themes, trends, patterns.
* **Analytical findings** here you identify and explain what you have found based on the evidence you have drawn from the sources of information that has been gathered.
* **Conclusions and recommendations** – your conclusions should bring together the outcomes of the project and lead into the recommendations which should be based on your analysis of the topic being investigated.
* **Implementation** – This needs to set out the actions and you have taken to address the identified problem/situation/ business need from your findings.

**Please write your consultative project here:**