

CIPD

*Championing better
work and working lives*



End Point Assessment (EPA)

The Executive Summary Report

Learning & Development Practitioner Level 3 Apprenticeship Standard

The Executive Summary Report

Name of apprentice:	
Submission date:	
<p>Describe the work-based project and the end-to-end implementation of a learning and development solution. Include:</p> <ul style="list-style-type: none">• what happened• how it happened• the results. <p>Appendices The appendices serve as a space for evidence of real work outputs and will support your project activities for each aspect of the learning cycle. They must be categorised within the following four topics:</p> <p>Appendix A – Analysis A Needs Analysis Report and other relevant supporting documents. This may include the approach, methodology, data gathering, contracting, gap/s between current and desired state, issue identification, systematic research, analysis and objective setting.</p> <p>Appendix B – Design/Develop Design plans and delivery options. This may include training and implementation plans, lesson/session plans, training materials and storyboards.</p> <p>Appendix C – Delivery A 2-7 hour recorded delivery of the designed development programme to an instruction cover sheet. The recording may be face to face, online, e-learning, microlearning, video content etc.</p> <p>Appendix D – Evaluate An evaluation report and processes used (a minimum of Kirkpatrick L1 and L2 (or equivalent)).</p>	

How to format appendices

1. The appendices are to be positioned at the end of your Executive Summary report.
2. Include a reference list.
3. Appendices must be referenced in the report with only the letter and the number (for example – Ref: D.2). You might summarise learner feedback in ‘the results’ section of the executive summary report and then include the full data in the appendices.
4. Appendices must be divided into the appropriate sections for each of the training cycle stages
5. The appendix title must be labelled with a letter, number and title to clarify content (Appendix D.2: Evaluation – Smile Sheets).

Title:	Submission date:
The Executive Summary report must be written in 2250 words +/- 10%	Total word count (excluding Appendices):
<p>Write the Executive Summary report here:</p>	
<p>Ref:</p>	

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APPENDICES

Appendix A.1: Analysis	Needs Gap Analysis Report
Appendix A.2:	

Appendix B.1: Design/Develop	Training and Implementation Plan
Appendix B.2:	

Appendix C.1: Delivery	Recording Instructions
Appendix C.2:	

Appendix D.1: Evaluation	Evaluation Report
Appendix D.2:	