A person with curly hair and glasses looking at a computer screen

Description automatically generated

Issue 1



Level 5 People Professional

End-point Assessment (EPA)

Portfolio template

This template is designed to give guidance on the type of materials that should be included in your portfolio of evidence and to allow you to map the evidence you have included against the grading descriptors (GDs) and knowledge, skill and behaviour (KSB) components of the standard.

* Your portfolio should contain at least one piece of evidence for each of the question areas detailed in this document.
* You should write in the first person to explain your contribution to the evidence you provide.
* You should write no more than 200–300 words for your role summary or for each recommended portfolio content area. We advise you keep this succinct and in bullet points to clearly highlight where grading descriptors are evidenced.
* Your portfolio should be uploaded to SmartEPA (SEPA) as a zip file.\*
* Your portfolio should not exceed 1 gigabyte.

Your portfolio should be named using the following naming convention: ULN00000000\_FirstName\_SecondName\_DDMMYYYY\_SPP\_Portfolio

The date should be the date of submission.

You should upload no more than 25 documents/individual pieces of evidence.

|  |  |
| --- | --- |
| **Apprentice name** |  |
| **ULN** |  |
| **Employer** |  |
| **Training provider** |  |

I confirm that the information presented in this portfolio of evidence is my own work produced during my time on programme.

|  |  |
| --- | --- |
| **Signature** |  |

\* If you are linking to an external ePortfolio, you should upload a document with the link and necessary login details for your assessor. You will still need to complete this template to explain how your evidence maps to the grading descriptors.

# Role summary

Please provide an overview of your organisation and your role within it. This is valuable context for your assessor in understanding the work you do, your organisation and the sector you work in.

|  |  |
| --- | --- |
| **Organisation** |  |
| **Website** |  |
| **Sector** |  |
| **Number of employees in the whole organisation** |  |
| **Number of employees in the people function** |  |
| **Brief description of the organisation, its mission, vision, purpose and customers** |  |

|  |  |
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| **Current role title** |  |
| **Brief description of your role, primary responsibilities and main customers** |  |
| **Previous roles held (during this apprenticeship)** |  |

# Core portfolio content

|  |  |  |  |
| --- | --- | --- | --- |
| **Portfolio content for question area 1** | | | |
| Description of the people functions/department areas within the people/HR profession in your organisation, what they deliver and how they operate in organisations. | | | |
| **Grading descriptors** | PDP1 | **KSBs** | K3  K4  S7 |
| **File names** | | | |
| *What are the files you are submitting as evidence for these grading descriptors?* | | | |
| **Description** | | | |
| *Use 200 to 300 words to describe your evidence and how this relates to the grading descriptors.* | | | |

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| --- | --- | --- | --- |
| **Portfolio content for question area 2** | | | |
| Evidence of a people-related project that you managed and delivered to meet business objectives. | | | |
| **Grading descriptors** | PDP2  PDD2 | **KSBs** | K5  S9  B2 |
| **File names** | | | |
| *What are the files you are submitting as evidence for these grading descriptors?* | | | |
| **Description** | | | |
| *Use 200 to 300 words to describe your evidence and how this relates to the grading descriptors.* | | | |

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| --- | --- | --- | --- |
| **Portfolio content for question area 3** | | | |
| Evidence of demonstrating commercial and financial awareness in your work (for example, calculating costs/managing budgets/comparing costs or ensuring value for money for a people solution/service/policy). | | | |
| **Grading descriptors** | PDP3 | **KSBs** | K13  K14  S12 |
| **File names** | | | |
| *What are the files you are submitting as evidence for these grading descriptors?* | | | |
| **Description** | | | |
| *Use 200 to 300 words to describe your evidence and how this relates to the grading descriptors.* | | | |

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| --- | --- | --- | --- |
| **Portfolio content for question area 4** | | | |
| Evidence of taking an environmentally sustainable approach in your work. | | | |
| **Grading descriptors** | PDP4  PDD4 | **KSBs** | K22  B6 |
| **File names** | | | |
| *What are the files you are submitting as evidence for these grading descriptors?* | | | |
| **Description** | | | |
| *Use 200 to 300 words to describe your evidence and how this relates to the grading descriptors.* | | | |

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| --- | --- | --- | --- |
| **Portfolio content for question area 5** | | | |
| Evidence of using technology and digital trends in your work\* and taking account of relevant legislation, regulation and policies.  \* This could include people processes, practices, policies, services or initiatives. | | | |
| **Grading descriptors** | PDP5  PDD5  PDP6 | **KSBs** | K8  K12  S10  S13 |
| **File names** | | | |
| *What are the files you are submitting as evidence for these grading descriptors?* | | | |
| **Description** | | | |
| *Use 200 to 300 words to describe your evidence and how this relates to the grading descriptors.* | | | |

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| --- | --- | --- | --- |
| **Portfolio content for question area 6** | | | |
| Evidence of advising on and making decisions on people/HR issues by applying employment legislation and policies. | | | |
|  | PDP7 | **KSBs** | K9  S3  S14 |
| **File names** | | | |
| *What are the files you are submitting as evidence for these grading descriptors?* | | | |
| **Description** | | | |
| *Use 200 to 300 words to describe your evidence and how this relates to the grading descriptors.* | | | |

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| --- | --- | --- | --- | --- |
| **Portfolio content for question area 7** | | | | |
| Evidence of developing people\* in the workplace and contributing to the development of policy, procedures or initiatives.  \* This could be managers, peers/colleagues, employees, leaders. | | | | |
| **Grading descriptors** | PDP8 | **KSBs** | S8  S17 |  |
| **File names** | | | | |
| *What are the files you are submitting as evidence for these grading descriptors?* | | | | |
| **Description** | | | | |
| *Use 200 to 300 words to describe your evidence and how this relates to the grading descriptors.* | | | | |

# Grading descriptors

The following grading descriptors are assessed in this assessment method.

## Core grading descriptors

|  |  |  |  |
| --- | --- | --- | --- |
| **Code** | **Grade** | **KSBs** | **Grading descriptor** |
| PDP1 | Pass | K3  K4  S7 | Describes the functions within the people profession and how each delivers people solutions for the business in the context of different people operating models and theories. |
| PDP2 | Pass | K5  S9  B2 | Explains how they adapted to changing circumstances when managing and delivering people-related projects to meet business aims and objectives. |
| PDD2 | Distinction | K5  S9 | Justifies their approach when managing and delivering people-related projects to meet business aims and objectives. |
| PDP3 | Pass | K13  K14  S12 | Applies commercial awareness of the business and the external environment to analyse commercial and financial implications of people management and solutions, ensuring value for money. |
| PDP4 | Pass | K22  B6 | Applies current sustainable working practice, taking personal responsibility for sustainability in their own work and staying up to date with developments in the sector. |
| PDD4 | Distinction | K22  B6 | Evaluates sustainable working practices within the business and proposes ways these might be improved. |
| PDP5 | Pass | K12  S13 | Explains their use of technology and innovation to support the delivery of people strategies in line with regulations and policies, including how emerging digital trends can be embedded in their practice. |
| PDD5 | Distinction | K12  S13 | Evaluates the delivery of people strategies using digital trends, technology and innovation in accordance with regulations and policies and recommends improvements. |
| PDP6 | Pass | K8  S10 | Applies legislative requirements when handling and processing people data. |
| PDP7 | Pass | K9  S3  S14 | Explains the impact of how they apply employment legislation and policies to advise and make decisions on HR issues as well as escalating concerns outside own area of responsibility. |
| PDP8 | Pass | S8  S17 | Leads and improves people capability in the business, contributing to the development of policy, procedures or initiatives. |