CIPD

CIPD EPA Word Count Policy & Guidance

Version 1.1

Contents

CIPD Word Count Policy End Point Assessment

HR Support
HR Consultant Partner

The Consultative Project word count for level 3 is set at 3000 words +/- 10%. Apprentices are required to declare their word count on submission of the project. Where a project is more than 3,300 words, CIPD will only assess the content up to 3,300 words, any words exceeding this will not be assessed. An apprentice that submits a project with less than 2,700 words should not be penalized for this or given a Fail grade based on their word count.

The Consultative Project word count for level 5 is set at 5000 words +/- 10%. Apprentices are required to declare their word count on submission of the project. Where a project is more than 5,500 words, CIPD will only assess the content up to 5,500 words, any words exceeding this will not be assessed. An apprentice that submits a project with less than 4,500 words should not be penalized for this or given a Fail grade based on their word count.

The use of titles and headers will be included in the word count, however, appendices, graphs, tables, and diagrams within the work is permissible and will not be included in the word count. Please refer to the Guidance on Appendices, tables and graphs at the end of this document and note that submissions that do not follow the guidance could result in a fail outcome.

Importantly, these should not be used in that they are applied excessively in context of the project.

L3 L&D Practitioner
L5 L&D Consultant Business Partner

L3 L&D Practitioner

Word count for the Executive Summary Report is 2250 words +/- 10%

The appendices serve as a space for evidence of real work outputs and will support the project activities for each aspect of the learning cycle. Categorised within the following four topics:

- Appendix A – Analysis
- Appendix B – Design/Develop
- Appendix C – Delivery
- Appendix D – Evaluate.

Appendices are not included in the word count.

L5 L&D Consultant Business Partner

Word count for the Formal Business Report is 5000 words +/- 10%

Appendices are not included in the word count and should only be provided as tangible evidence of how the project was delivered and the outcomes that were achieved.

L7 Senior People Professional

The project proposal needs to be 7,000 words (+/− 10%), including tables, graphs and figures but excluding references and annexes.

Guidance on the use of appendices, tables and graphs for HR Support and HR Consultant Partner Consultative Project Assessment

Introduction

This outlines the approach that should be taken when including appendices, tables, graphs or images as part of the Consultative Project (CP) for the Level 3 HR support or Level 5 HR Consultant Partner End-point Assessment (EPA).

Apprentices are permitted to use material either in the body of the document or in an appendix to support their consultative project write up. This supporting material will not be included in the word count as **outline in the CIPD Word Count Policy for End Point Assessment**. However, it is important that this additional material follows the guidance set out to ensure it is appropriate both in volume and content.

Examples of additional material may be:

- Graphs or charts
- Images, photographs, and illustrations
- Drawings, diagrams, and maps
- Tables of data
- Excerpts from policies, or procedures

Any of these forms of evidence should be clearly labelled and should be introduced in the main body of the document to make clear to the assessor the relevance to the project. Any text on an image should be kept to a minimum and must be of sufficient size to be legible.

Graphs or charts

Graphs or charts can be used to present data in a visual way to exemplify different parts of the apprentice's work on the project. Graphs or charts should only be used where they exemplify the work the apprentice has done on the project.

Images, photographs, illustrations, drawings, diagrams and maps

Images, photographs, diagrams, maps etc. can be used to convey information in a visual format that is more accessible to the assessor than it would be if described in words. Images of text that contains description or commentary on the project are not permitted. These should be written in the main body of the project and included in the wordcount.

Tables of Data

Tables can be used to organise data to make is more easily understood. Tables should be used to present data relevant to the project. Tables should not contain large amounts of text and should not contain description or commentary on the project. This should be written in the main body of the project and included in the wordcount.

Excerpts from Policies/Procedures

Excerpts from policies/procedures may be included where they provide essential contextual information or primary evidence of the apprentice's work on the project. It is essential that these excerpts are of a reasonable length and that the relevant areas/sections are clearly signposted. These excerpts may be included as screenshots but should not include any description /commentary on the project work.

Appendices

For the Consultative Project (CP), apprentices can present information that is not central to their response, but which underpins and is relevant to it in appendices. An appendix can therefore be used outside the permitted CP word count but must clearly support the submission and be reasonable in quantity.

Please note that submissions that do not follow this guidance may fail as a result of the word count policy.

Normally we would not expect this to exceed 5 to 6 pages in length as a maximum. It is also essential that evidence presented in an appendix is and clearly signposted within the body of the project so that it is clear where the assessor needs to review the supporting evidence and what this evidence is showing them. It is essential that the assessor understands why they are being shown particular pieces of evidence in relation to different areas of the project as it is not expected that they read through all additional evidence presented and infer to which part of the project it applies.

What should be included in the appendix?

Appendices can include the same types of additional material as outlined above. When deciding whether to put supporting evidence in an appendix or in the main body of the project, consider the size of the additional information. The main reason for using an appendix will be that the evidence would break the flow if included in the body of the project.
Importantly, it's not an extension of the project but rather a space to provide supporting documentation. It should not, therefore, contain additional description or commentary of the project work as all of this should be included in the body of the document and will be counted as part of the word count.

What should not be included in the appendix?

Any information/evidence that is not relevant or not supporting the main CP should not be included in the appendix. This may include:

- Excessive text
- Whole policies or pieces of legislation
- Whole Handbooks or procedures