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*End Point Assessment (EPA)*

*The Consultative Project Template*

*Level 5 HR Consultant Partner Apprenticeship Standard*

**Consultative Project Template - Level 5 HR Consultant Partner**

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| **Name of Apprentice** |  |

The consultative project requires you to select one of the listed options as laid out in Knowledge Component 5 of the Assessment Grading Amplification. You should select the HR specialism that best relates to your HR role and technical expertise.

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| **Your HR Specialism**  |  |

If you select Core HR or Organisation Development as your specialism, you must highlight the subcategory as well:

**Core HR** - Employee Relations, Performance Management or Employee Engagement

**Organisation Development** - Organisation Development, Learning & Development or Talent Management

***The project should be written in 5000 words (not including the title) +/- 10%***

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

**Guidance**

You need 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 Consultant Partner Apprenticeship Standard.

When undertaking the consultative project, it is essential that you ensure that you provide **full** coverage of the components that are identified in the grading amplification and standards, paying particular attention to the guidance provided for achievement of these.

If you have decided to choose a project topic that is part of a larger piece of work and includes senior or other colleagues, you will need to ensure that you clearly define your role that you have 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:**

**K3.1 HR FUNCTION** requires that an apprentice ***understands the structure and responsibilities of the HR function, policies and processes, and where to source HR specialist expertise.***

For satisfactory coverage of the component, you will be need to summarise the HR structure in your organisation and explain the accountability of the HR function, how it manages people and business practices. Additionally, you will need to demonstrate that you understand HR policies and processes in your organisation and identify sources that you might use to get HR specialist expertise.

**The Structure of the Project**

The structure of your project should follow the layout provided below but you **must** ensure that you 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, challenges and issues, how these apply to your role and policies and processes.
* **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.
* **Information gathered** – this needs to explain the themes, trends and patterns you have identified and how you have begun to develop your thinking and engage with stakeholders.
* **Analytical findings** – here you identify and evaluate 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 demonstrate how have addressed the identified problem/situation/ business need from your findings. Consideration of resourcing, costs, metrics, responsibilities, contingences etc

**Please write your consultative project here**