

CIPD Word Count Policy End Point Assessment

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 appendices, graphs, tables, and diagrams within the work is permissible and will not be included in the word count. Importantly, these should not be used in that they are applied excessively in context of the project.