**Re-sit Process for EPA 1 - Work Based Project with Professional Discussion**

Level 5 L&D Consultant/Business Partner Apprenticeship Standard

Issue 1

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# Section 1 Apprentice Details

|  |  |
| --- | --- |
| **Name of Apprentice** |  |
| **Date of Re-sit** |  |
| **Title of Work Based Project** |  |
| **Word Count for Work Based Project including Appendix** |  |

# Section 2 Not Met/Partially Met Learning Outcomes

# Please tick the knowledge, skills and behaviours that were graded as Not Met/Partially Met on your initial assessment:

|  |  |  |
| --- | --- | --- |
| **Code** | **Knowledge Learning Outcomes** | **Tick** |
| K1 | Paradigms, theories and models that underpin effective adult learning, group behaviour and learning culture, for example behaviourism, cognitivism, constructivism,  neuroscience |  |
| K5 | Positively incorporating diversity and inclusion into L&D interventions and processes. Researching and applying current best practice in this area. |  |
| K6 | Change management methodologies, and the principles of project management |  |
| K7 | Consultancy tools and techniques, for example the use of SWOT, 5 Whys, weighted matrix etc, providing costed recommendations and projected impact / ROI/ ROE |  |
| K8 | Their organisation’s vision, mission, values, strategy, plans and stakeholders; its external market and sector and the opportunities and the challenges and issues it faces |  |
| K9 | How business, learning and HR key performance indicators and metrics build a clear picture of how the business is performing |  |
| K10 | The process of stakeholder mapping to define interactions with staff that are part of the learning needs analysis, design, delivery, and evaluation |  |
| K11 | How to measure the impact, return on investment/expectation of learning on the business |  |
| K15 | How to prepare, monitor and manage a budget |  |
| K16 | The collection of data and information, both qualitative and quantitative, to analyse learning needs, implement effective delivery and measure outcomes and impact. |  |
| K17 | How to identify sources, trends and anomalies in data/information |  |

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| --- | --- | --- |
| **Code** | **Skills Learning Outcomes** | **Tick** |
| S1 | Work as an L&D business partner or consultant across the whole organisation or key functions / relevant stakeholders as appropriate, to build insight into existing levels of capability against future requirements, identifying organisational skills gaps and risk |  |
| S2 | Use a range of techniques to obtain an initial brief from internal stakeholders, and investigate and analyse data to validate the need for a learning intervention |  |
| S3 | Present a range of relevant and innovative solutions, logically and with credibility, to gain buy-in from senior stakeholders |  |
| S5 | Initiate the design of interventions and monitor implementation |  |
| S9 | Influence management at all levels to collaborate and take responsibility for |  |
| S12 | Construct and manage an L&D budget/project/intervention, including managing the resources to effectively |  |
| S13 | Identify and analyse potential cost savings to ensure maximum value |  |
| S15 | Build effective working relationships with business managers (using the language of the  business), peers and other L&D functions, together with relevant external organisations  to deliver business results from L&D plans and solutions |  |
| **S19** | Employ a range of questioning and listening skills to generate brainstorming, discussion and debate, learning and decisions |  |

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| --- | --- | --- |
| **Code** | **Skills Learning Outcomes** | **Tick** |
| **B2** | Probing and inquiring to delve deeper into opportunities, |  |
| **B5** | They are a trusted partner, acting with integrity, ensuring that clients, partners and learners alike feel heard and confident in their ability to deliver |  |
| **B7** | They understand and apply the commercial context, realities and drivers behind learning |  |
| **B8** | They are focused on outcomes and impacts |  |
| **B9** | They develop ideas, insights and solutions for defined business benefits |  |

**Section 3 Evidence**

In the table below add the Learning Outcome code and, in the box next to it please demonstrate to your Assessor the missing evidence of either your knowledge or skill.

The evidence you provide must link to your original project submission.

The word count for the Appendix and the edited Work Based Project in combination must not exceed 5000 (+/- 10%).

There is extra space below if you wish to add a table, diagram or graph.

|  |  |
| --- | --- |
| Knowledge, skills or behaviours code Number | **Evidence** |
|  |  |
|  |  |
|  |  |
|  |  |

# Section 4 Supporting Evidence

Please label your extra supporting information in the format: Figure A, B, C and reference these labels in your evidence.