

Re-sit Guidance for Apprentices for EPA 1 Work Based Project with Professional Discussion

Level 3 L&D Practitioner

Level 5 L&D Consultant/Business Partner

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Introduction

CIPD understands the time and effort you have put into your end-point assessment (EPA) and how disappointed you will be at this stage. This document is designed to guide you through the re-sit process and help you understand what to expect.

Feedback

You will have received feedback from your Assessor after your initial EPA. You can find this on SmartEPA under your documents tab.

The feedback report will display the outcome for each knowledge, skill or behaviour component for each assessment method – in this instance, the Work Based Project and Professional Discussion.

We use the following rating system for each knowledge, skill or behaviour:

- **Not met** - the assessor didn't see any evidence relating to this knowledge, skill or behaviour.
- **Partially met** - there is some evidence that partially meets the requirements of the knowledge, skill or behaviour but not enough to meet all the requirements.
- **Met** - the evidence meets the requirements of the knowledge, skill or behaviour.

The assessor will also add summary comments that may help to understand what evidence has not yet been seen.

Work Based Project

There are 2 options available to you for your re-sit. We would encourage you to discuss these with your Training Provider/Employer and consider which option is best for you.

Option 1 – Re-sit Appendix

You will need to complete a re-sit appendix that addresses the knowledge, skills or behaviours that were Not Met or Partially Met in your initial assessment.

- Start with a brief summary of your project, your organisation and your role.
- Tick the relevant knowledge, skills or behaviours where you achieved Not Met or Partially Met from your initial assessment.
- Add your evidence in the boxes with the missing knowledge, skills, or behaviours; **remember to write as though you were adding this to your project.**
- There is extra space below the table where you can add supporting information such as diagrams, charts, graphs, and tables. Please remember to reference these images as Fig A, B, C etc in the evidence boxes.
- Edit your work-based project, removing unnecessary words from the knowledge, skills and behaviours that were marked as Not Met or Partially Met (your work-based project and appendix wording cannot exceed the maximum word count allowed for this assessment). *You should highlight/strike through the editions in colour so that these can be easily identified by the assessor.*
- Ensure you retain the relevant evidence for the knowledge, skills, and behaviours where you have achieved a Met rating.

Option 2 – Full Project Resubmission

Where there are a large number of knowledge, skills or behaviours that need to be reassessed, you may wish to reflect on whether it may be better to rewrite the work-based project.

- Review the feedback provided by the Assessor.
- Rewrite the Work Based Project providing evidence against all knowledge, skills or behaviours.

The Word Count

For **Option 1**, in each box the word count allowance is:

- **Level 3 L&D Practitioner** 100 words per knowledge, skill, or behaviours
- **Level 5 L&D Consultant/Business Partner** 200 words per knowledge, skill, or behaviours

The word count can be distributed across the commentary boxes in a way where you may use less in one box to use more in another.

Remember the evidence you submit must link to your project from your initial submission and the re-sit appendix and project submission in combination must not exceed the word count limit.

For **Option 2** the word count remains the same as the initial assessment:

- **Level 3 L&D Practitioner** 2250 words (+/-10%)
- **Level 5 L&D Consultant/Business Partner** 5000 words (+/-10%)

Example Entry

Below is an example of a Level 3 L&D Practitioner entry (**remember to write as though you were adding this to your project**).

Component Code	Evidence
K6	The organisation I work for is Jo Bloggs Ltd which is a retail outlet selling branded clothes at low-cost prices. Jo Bloggs Ltd is placed in the Private Sector. As we are a retail outlet, we have high levels of competition from organisations such as TK Maxx and Armani Exchange.....

Professional Discussion

There are 2 options for a Profession Discussion re-sit:

- **To aim to achieve a Pass**, the Professional Discussion will focus the questioning on the Not Met/Partially Met knowledge, skills, or behaviours. **There will be no possibility of achieving a Distinction if this option is taken.** The Professional Discussion will be completed within 30 minutes and the assessor will ask 1-5 questions, using a different set of questions to avoid issues of predictability.
- **To aim to achieve a Distinction**, the Professional Discussion will follow the same format as the initial assessment. The whole discussion will take place again with a different set of questions used to avoid issues of predictability. In the L&D Toolkit there is an Essential Guide to the Professional Discussion, which has guidance and hints and tips to help you prepare for the Professional Discussion.

Resit Work-Based Project

Where a fail was awarded against the work-based project, the re-sit must be booked and completed within 2 months of the results being available and uploaded to SmartEPA.

1	Overall grade is released with a fail for the Work Based Project.
2	Apprentice reviews feedback provided by the assessor and discusses the outcome with employer.
3	If employer agrees to the re-sit, the training provider contacts MyEPA@cipd.co.uk to book the re-sit assessment.
4	Apprentice and employer to decide whether to submit an edited work-based project and 'Resit Appendix' or resubmit the whole work-based project.
5	Apprentice submits by the deadline, two calendar days before the re-sit assessment date.
6	The apprentice's results will be released 2 - 3 weeks from the re-sit assessment date.

Next Steps

You have two months after confirmation of the initial fail grade to prepare for your re-sit. The re-sit is not automatically booked so once you have authorisation from your employer, please ask your Training Provider to contact MyEPA@cipd.co.uk indicating the date you want for your re-sit and we'll book your re-sit.

For a Professional Discussion re-sit, the assessment will take place at the date and time indicated on SmartEPA through SmartRoom / zoom.

For a work-based project re-sit, the assessment evidence will need to be uploaded to the documents tab in SmartEPA no less than 48 hours before the date of EPA.

Please remember there are resources available to aid you through your EPA in the L&D Toolkit, such as the Grading Amplification which will give you a guide to the expectations per component.

For any further information, please contact MyEPA@cipd.co.uk