

Resit Guidance for Apprentices

Level 3 HR Support

Level 5 HR Consultant 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 resit process and help you understand what to expect.

Definitions and rules

Resits and retakes are defined by the CIPD as follows:

- Resit - the repeat of an end-point assessment activity where only one EPA (either the consultative project or the professional discussion) has been failed and where additional learning does not take place.
- Retake - the repeat of the entire EPA where:
 - the apprentice has failed both the consultative project and the professional discussion, or
 - the apprentice has failed their second resit of an EPA.

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 component for each assessment method - Consultative Project and Professional Discussion.

We use the RAG reporting system so your components will have a colour next to them that represents the achievement for that component.

- **Red: No evidence**
The assessor didn't see any evidence relating to this component.
- **Amber: Partial evidence**
There is some evidence that partially meets the requirements of the component but not enough to meet all the requirements.
- **Green: Met requirements**
The evidence meets the requirements of the component.
- **Blue: Exceeded requirements**
The evidence presented goes above and beyond the requirements for the component.

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

Consultative Project (CP)

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

Decide which option is best for your CP resit - Resit Appendix or Full Project resubmission.

Resit Appendix

Step 1

You will need to complete a resit appendix that addresses the components that were Red or Amber in your initial assessment.

- Start with the Appendix and tick the relevant components where the evidence was rated Red or Amber from the initial assessment.
- Add your evidence in the boxes provided with the missing Knowledge or Skill for each component; **remember to write as though you were adding this to your project.**
- For the Level 5 HR Consultant Partner remember to encapsulate your specialism in your evidence as per your initial assessment.
- 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.
- Total the word count in the appendix. This word count in combination with your edited CP must not exceed:
 - Level 3 HR Support 3300 words
 - Level 5 HR Consultant Partner 5500 words

Step 2

If you need additional wordcount, edit your initial CP submission by using the feedback provided.

- Remove unnecessary wording in relation to the red or amber components.
- Make sure you don't remove evidence related to other components.
- Make sure that your edited CP reads well and is easy to follow.
- Ensure that the edited CP and the resit appendix in combination do not exceed the word count according to the standard.

Please note you may not need to edit your initial CP submission depending on your word count. For example, if your original CP submission for the L5 HR Consultant Partner was 4500 words you would have 1000 words to use in your resit appendix.

Step 3

- Submit the edited CP and the resit appendix 2 calendar days before the assessment date.

Option 2 - Full Project Resubmission

Where there are a large number of components that need to be reassessed, you may wish to reflect on whether it may be better to rework and rewrite your Consultative Project in full.

- Review the feedback provided by the Assessor.
- Rework parts of the project where you need more evidence.
- Rewrite the Consultative Project providing evidence against all components.

The Word Count

Whether you use the option for the edited Consultative Project in combination with the Resit Appendix, or full project resubmission the total word count must not exceed:

- **Level 3 HR Support** 3000 words (+/-10%)
- **Level 5 HR Consultant Partner** 5000 words (+/-10%)

Example Entry

Below is an example of a Level 3 HR Support entry.

Component Code	Evidence
K1.1	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.....

The word count in the example above is 50 words so if you need additional word count you will need to remove 50 words from your initial CP submission to accommodate the new wording.

Guidance for Editing your Consultative Project

You have 4 weeks to complete your resit so use the time well.

- Have the list of CP components next to you along with your feedback report.
- Look for the text or commentary you used for the components that were amber or red on your feedback report.
- Remove repetitive ideas and words.
- Use the Grading Amplification which highlights the expectations for each component.
- Prune long sentences and paragraphs removing unnecessary words remember it's not the quantity of words but the quality. For example:

The following sentence contains 21 words:

Component Code	Evidence
K1.1	I currently work for a great company called Joe Bloggs Ltd and they like to offer their staff lots of incentives.....

Whereas removing the unnecessary words and still providing the same information using 10 words:

Component Code	Evidence
K1.1	I work for Joe Bloggs Ltd who provide staff incentives.....

Remember after editing your CP make sure that it reads well and is easy to follow.

Professional Discussion

A resit for 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 HR 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.

Next Steps

As this is a Resit where only 1 assessment method is a Fail either the Consultative Project or Professional Discussion, you have **4 weeks** to book your resit from the date your results are published. The resit should be booked for no more than 4 weeks from the date of booking.

The resit 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 resit and the CIPD EPA team will book it in.

For a Professional Discussion resit:

- The assessment will take place at the date and time indicated on SmartEPA through SmartRoom / zoom.
- You will need to be present for this resit.

For a Consultative project resit:

- The assessment evidence will need to be uploaded to the documents tab in SmartEPA no less than 48 hours before the date of EPA.
- You do not need to be present for this resit.

Please remember there are [guidance and resources](#) available to aid you through your EPA on the CIPD website and in the SmartEPA resources, 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

Appendix - Processes

Resits

1	Overall grade is released on SmartEPA.
2	Apprentice reviews feedback provided by the assessor and discusses the outcome with employer.
3	If employer agrees to the resit, the training provider contacts MyEPA@cipd.co.uk to book the resit assessment.
4	Apprentice completes additional work/gathers additional evidence supported by employer.
5	Apprentice submits by the deadline / Apprentice should use the test link on the booking email sent from SEPA@smartapprentices.com prior to their assessment date to ensure they can access the Zoom platform for the day of assessment.
6	The apprentice's results will be released 2 - 3 weeks from the resit assessment date.

Retakes

1	Overall grade is released as a fail for all assessment methods or it is clear that additional learning is required.
2	Apprentice reviews feedback provided by the assessor and discusses the outcome with employer.
3	Employer works with the apprentice and training provider to create a development plan
4	Training provider uploads a copy of the development plan onto the Apprentices 'Documents' tab on SmartEPA along with the employer's authorisation, new Scope documents and expected EPA date and notifies MyEPA@cipd.co.uk
5	Once the apprentice's further training and development is complete, the apprentice, training provider and employer have a review meeting to determine readiness for EPA.
6	The training provider should email MyEPA@cipd.co.uk to book the retake. The apprentice will have the same timeline as the initial assessment.
7	Apprentice submits their evidence by the deadline.
8	Apprentice should use the test link on the booking email sent from SEPA@smartapprentices.com prior to their assessment date to ensure they can access the Zoom platform for the day of assessment.
9	The apprentice's results will be released 2 - 3 weeks from the resit assessment date.