

CIPD

*Championing better
work and working lives*



End Point Assessment (EPA)

Appendix C.1

Level 3 Apprenticeship Standard

Learning & Development Practitioner

APPENDIX C.1

Delivery - recording Instructions

Name of apprentice:	
Submission date:	

The delivery phase for the training cycle includes actual delivery of a developed L&D solution. **This must not be simulated delivery.**

The format will best suit the learning solution developed and is not limited to any one particular mode.

The delivery must be recorded using a format that can be transferred easily to the CIPD by the submission date. The recording must be secure and accessible. It can be uploaded or shared on-line by providing the direct URL. Choose whichever option works best, just remember it is your responsibility to ensure the independent assessor has full access to the recorded evidence.

Please test the playback facility before submitting it for end point assessment.

Provide clear instructions:

1. What format is your recording?	
2. Duration: (minimum two and maximum seven hours)	
3. Has the recording been sent to CIPD or is it accessed online? Provide URL for online:	
4. Provide detail for any system or compatibility tests required prior to the assessment:	
5. Provide detail for any software download requirements:	
6. Provide detail for any privacy settings or passwords required	

The independent assessor must navigate through the recording and find evidence of competence against the specific knowledge, skills and behaviours for the apprenticeship standard.

Provide precise labels for locating the evidence (evidence can be covered at different times within the recording):

Ref	Description	Start time code: HOURS: MINUTES: SECONDS	End time code: HOURS: MINUTES: SECONDS	Comments
K1				
K3				
K5				
K6				
K7				
K11				
S1				
S2				
S3				
S4				
S5				
S6				
S7				
S8				
S9				
S10				
S14				
S15				
S16				
S21				
B4				
B6				

If the recording involves people, please confirm you have their consent to share with the CIPD with their signature below:

I/We consent to this recording being made and shared with the CIPD for the purpose of end point assessment for: (add apprentice's name)

1. Name

Role on recording (eg delegate):

Signature

Date.....

2. Name

Role on recording (eg delegate):

Signature

Date.....

3. Name

Role on recording (eg delegate):

Signature

Date.....

4. Name

Role on recording (eg delegate):

Signature

Date

5. Name.....

Role on recording (eg delegate):

Signature

Date.....

This recording cannot be included as evidence if any person filmed in the recording has not signed their consent for sharing with the CIPD.

Add more sheets, as necessary

If necessary, add any further instructions/comments for the independent assessor here: