

Re-sit Guidance for Apprentices for EPA 2 Presentation with Questions and Answers

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 resit 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, and behaviour for each assessment method - in this instance, the Presentation with Questions and Answers.

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

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

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

Presentation with Questions and Answers

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 - Recorded Presentation with limited Questions

You will need to record your revised presentation to address all knowledge, skills, and behaviours, specifically ensuring you include those that were Not Met or Partially Met in your initial assessment.

In this option, your questions will be limited to those that will check you can demonstrate the Not Met/Partially Met knowledge, skills and behaviours missed in your initial assessment. The time available for the questions is a maximum of 15 minutes (+/- 10%) for Level 3 and 25 minutes (+/- 10%) for Level 5. The assessor will be limited to 1-3 questions for Level 3 and 1-5 questions for Level 5.

Please note you will not be able to achieve a Distinction if you choose this option.

Option 2 - Recorded Presentation with full Questions and Answers

You will need to record your revised presentation to address all knowledge, skills, and behaviours, specifically ensuring you include those that were Not Met or Partially Met in your initial assessment.

In this option, the process will be the same as your initial assessment, with 3-5 questions asked for Level 3 and 5-7 questions asked for Level 5. You will have 25 minutes (+/- 10%) for Level 3 and 35 minutes (+/- 10%) for Level 5. You will have the opportunity to achieve a Pass or Distinction by taking this option.

Re-sit Presentation

Where a fail was awarded for the Presentation, 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 Presentation.
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 and confirms which of the 2 re-sit options the apprentice wants to take.
4	Apprentice should refer to the 'Essential Guide to the Presentation' in the L&D Toolkit to prepare for their re-sit.
5	Apprentice submits their Presentation Recording by the deadline, two calendar days before the assessment date.
6	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 Presentation Question & Answer session.
7	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 resit. 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 which option you would like to take, the date you want for your re-sit and we'll book your re-sit.

For a Presentation Questions and Answers resit, the assessment will take place at the date and time indicated on SmartEPA through SmartRoom / zoom.

For the recorded Presentation 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.

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 knowledge, skills and behaviours.

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