

CIPD

*Championing better
work and working lives*



Level 5 People Professional End-point Assessment (EPA)

Guidance for the integrated unit

Issue 1

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Introduction

The People Professional end-point assessment (EPA) has three assessment methods. Assessment method 3 is an integrated assessment from the mandated qualification: CIPD Level 5 Associate Diploma in People Management. The assessment for core unit 5CO03 is integrated as part of the EPA. This means that the assessment for this unit will happen after the apprentice has passed through gateway and the unit must not be claimed until after the other two assessment methods have been attempted. The assessment for 5CO03 will still be marked by the centre and moderated by the awarding organisation (CIPD), but the person marking the assignment must be independent as far as possible within the centre.

The purpose of this document is to provide guidance on how to prepare for and administer this integrated assessment as part of the mandated qualification within the apprenticeship. It gives guidance on when to sit the assessment and claim the results. It will not give detailed guidance on the assessment, which is contained in the assignment brief and specification, or on assessment and IQA procedures, which are contained in the centre handbook.

The integrated assessment method is used to assess 15 knowledge, skill and behaviour (KSB) components from the apprenticeship standard as well as all learning outcomes within this unit of the mandated qualification. It is important that you follow the guidance provided in the assignment brief and supporting documentation to ensure you cover all assessment criteria and KSBs.

Expectations set out in the assessment plan

These are the expectations set out in the assessment plan for the integrated assessment method. The CIPD has provided guidance on our interpretation in this document:

- The assignment for unit 5CO03 is the integrated assessment method and must be the final assessed unit for the L5 Associate Diploma in People Management qualification.
- The apprentice must sign a declaration of authenticity to state that the written responses are their own work and, where they have used materials from other sources, they have been properly acknowledged.
- The apprentice must start the assignment post-gateway.
- An approved centre will deliver and mark the assignment in line with the awarding body's policies and procedures.
- The centre must not claim unit 5CO03 until the other two assessment methods have been sat.
- To ensure marking judgements are fair and accurate, and to uphold the principles of the EPA, the marking of all integrated or parts of the integrated assessments, will ideally be marked or graded by someone independent. This means that they must be independent as far as possible within the centre.

Abbreviations used

- KSB(s): knowledge, skill and/or behaviour component(s) as outlined in the apprenticeship standard
- EPA: end-point assessment
- ROGO: the system used for moderation of the mandated qualification

Guidance on your integrated assessment

This section provides guidance for apprentices on the integrated assessment.

The assessment for 5CO03 Professional Behaviours and Valuing People is based on a learner assignment brief published by the CIPD. This assignment brief outlines the evidence that you will need to produce for this assessment.

Unit 5CO03 Professional Behaviours and Valuing People

This unit focuses on how applying core professional behaviours, such as ethical practice, courage and inclusivity, can build positive working relationships and support employee voice and wellbeing. It considers how developing and mastering new professional behaviours and practice can impact performance.

Task one: Professional and ethical behaviours

This task requires you to consider the significance of professional and ethical behaviours for a people practitioner and the values that underpin the people practice profession.

To complete the task, you should provide a written response to each of questions, making appropriate use of academic theory and practical examples to expand your response and illustrate key points.

Task two: Professional review

This task requires you to demonstrate your commitment to professional development and performance improvement.

To complete the task, you are asked to undertake some reflection, self-assessment and consideration of others' feedback, leading to an identification of your strengths, weaknesses and development areas. Following this identification, you will formulate a range of formal and/or informal activities to address your development needs and support your continuous development.

The task then shifts to a retrospective stance, where you are asked to reflect on the impact of development activities already undertaken in the last 12 months.

Assessment criteria

The learning outcomes and assessment criteria for this unit can be found in both the specification and the assignment brief documents. Read the assessment criteria carefully, as these are what your evidence will be assessed against.

Word count

The word count for the integrated assignment will be indicated on the published assignment brief. Further details can be found in the CIPD word count policy in the centre handbook.

Timing of your assessment

You will have completed all of the learning for this unit during your time on programme (before gateway). Once you have gone through gateway, your tutor will give you the assignment brief for 5CO03 Professional Behaviours and Valuing People. At this point you will be able to start your assessment. Your tutor will also set the deadline for you to submit your assignment.

Submitting your assignment

Your tutor will explain how and when to submit your assignment. You must make sure you fully complete the assignment brief template and sign the declaration of authentication.

Marks, grades and feedback

Your assignment will be marked by someone in your centre who is independent, that is, who has not taught you on this unit. Once marking is complete, the assessment will be subject to internal quality assurance (IQA). At this point you will receive a provisional grade subject to moderation.

Once moderation is complete, and you have successfully passed unit 5CO03, your centre will submit your final result to the CIPD. At this point the CIPD will finalise your EPA assessment and request your apprenticeship certificate on your behalf. Your Level 5 Associate Diploma in People Management will also have been completed and the certificate for that will be processed simultaneously.

Administering unit 5CO03 for apprentices

This section provides guidance for centres on delivering the integrated assessment for apprentices.

As a study centre you will need to adapt your delivery of 5CO03 Professional Behaviours and Valuing People for your apprentices to meet the requirements of the assessment plan.

There are two key principles that must be followed.

- 1 All units with the exception of 5CO03 should be completed before your apprentices go through gateway and this should be evidenced as part of the gateway submission.
- 2 5CO03 should not be claimed until after the apprentice has attempted the other two assessment methods.

Delivering the learning on 5CO03

Given the reflective nature of the assignment for 5CO03, you may want to consider delivering this unit 'long and thin', so that apprentices can gather experiences on which they are going to reflect in the assignment and plan CPD activities. It is advisable to have a final session on this unit as your apprentices approach gateway (where possible) so that the apprentices are as prepared as possible to complete the assignment once they pass through gateway.

This is guidance only and the delivery will vary depending on the requirements of your centre.

Using the correct assignment brief

New assignment briefs will be released on 1 June each year. The final submission opportunity will be the September moderation window of the following year. Make sure you have the correct assignment brief for your apprentices when they reach gateway.

Assessor independence

The assessment plan states that the assessor for the integrated assessment should be independent as far as possible within the centre. As a minimum, the assessor should be someone who:

- meets the requirements to teach and assess on this qualification, as outlined in the centre handbook section 6.3
- has not taught the apprentice unit 5CO03
- is not also the internal quality assurer for unit 5CO03.

Internal quality assurance (IQA)

The integrated assessment is subject to the same IQA requirements as all other assessments for the qualification. You should follow your agreed IQA policy.

Moderation windows

There are six moderation windows each year, details of which can be found in the moderation schedule on the CIPD centres hub. It is important to plan your apprentices' gateway and EPA dates so that you are able to submit within your target moderation window. Results are available approximately six weeks after the final submission date for each moderation window.

Uploading the result for 5CO03

You will need to submit the result of 5CO03 after moderation to complete EPA for your apprentices. Please upload evidence of unit completion to the CIPD EPA platform and notify MyEPA@cipd.co.uk that the evidence is ready to view.

Providing evidence of unit completion

You will need to provide evidence of unit completion at gateway and once you have received the final moderated outcome for the integrated assessment (unit 5CO03).

You can provide evidence in the format of screenshots from ROGO. ROGO is the system that centres use to register learners and claim unit results for CIPD qualifications.

This example shows a learner who has completed all units with the exception of 5CO03. You will need to submit an example like this at gateway.

Obi-Wan Kenobi: L5 Associate Diploma in People Management (L5DPM)

Details

Withdraw from course | View withdrawal logs | L5 Associate Diploma in People Management (L5DPM) Admin

Expiry	21-Sep-2029	Registered	21-May-2021
Completed		Last Activity	25-Oct-2023
Extra Time Percent	0 %	✓ Passed L5 Associate Diploma in People Management (L5DPM) - 5CO01 Organisational performance and culture in practice with 50%	

Cancel Save

Results

Unit	Paper	Time taken	Result	Marker
▶ 5CO01 Organisational performance and culture in practice		0 minutes 0 seconds	✓ 24/48 (50%) Pass	Book in for test
▶ 5CO02 Evidence based practice		0 minutes 0 seconds	✓ 20/40 (50%) Pass	Book in for test
5CO03 Professional behaviours and valuing people			Not yet attempted	Book in for test
▶ 5HR01 Employment relationship management		0 minutes 0 seconds	✓ 51/64 (80%) Pass	Book in for test
▶ 5HR02 Talent management and workforce planning		0 minutes 0 seconds	✓ 30/60 (50%) Pass	Book in for test
▶ 5HR03 Reward for performance and contribution		0 minutes 0 seconds	✓ 24/48 (50%) Pass	Book in for test
5OS01 Specialist employment law			Not yet attempted	Book in for test
5OS02 Advances in digital learning and development			Not yet attempted	Book in for test
▶ 5OS03 Learning and development essentials		0 minutes 0 seconds	✓ 20/40 (50%) Pass	Book in for test

This example shows the same learner once 5CO03 has been claimed but before moderation has been completed (you will not need to provide a screenshot like this at any point but should retain it for your records as evidence of the date on which the unit was claimed).

Obi-Wan Kenobi: L5 Associate Diploma in People Management (L5DPM)

Details Withdraw from course View withdrawal logs L5 Associate Diploma in People Management (L5DPM) Admin

Expiry	<input type="text" value="21-Sep-2029"/>	Registered	21-May-2021
Completed	<input type="text"/>	Last Activity	25-Oct-2023
Extra Time Percent	<input type="text" value="0"/> %	<input type="checkbox"/> Completed L5 Associate Diploma in People Management (L5DPM) - 5CO03 Professional behaviours and valuing people (waiting to be marked)	
<input type="button" value="Cancel"/> <input type="button" value="Save"/>			

Results

Unit	Paper	Time taken	Result	Marker
▶ 5CO01 Organisational performance and culture in practice		0 minutes 0 seconds	✓ 24/48 (50%) Pass	<input type="button" value="Book in for test"/>
▶ 5CO02 Evidence based practice		0 minutes 0 seconds	✓ 20/40 (50%) Pass	<input type="button" value="Book in for test"/>
▶ 5CO03 Professional behaviours and valuing people		0 minutes 0 seconds	✓ 22/44 (50%) Pass (pending approval)	
▶ 5HR01 Employment relationship management		0 minutes 0 seconds	✓ 51/64 (80%) Pass	<input type="button" value="Book in for test"/>
▶ 5HR02 Talent management and workforce planning		0 minutes 0 seconds	✓ 30/60 (50%) Pass	<input type="button" value="Book in for test"/>
▶ 5HR03 Reward for performance and contribution		0 minutes 0 seconds	✓ 24/48 (50%) Pass	<input type="button" value="Book in for test"/>
5OS01 Specialist employment law			Not yet attempted	<input type="button" value="Book in for test"/>
5OS02 Advances in digital learning and development			Not yet attempted	<input type="button" value="Book in for test"/>
▶ 5OS03 Learning and development essentials		0 minutes 0 seconds	✓ 20/40 (50%) Pass	<input type="button" value="Book in for test"/>

This example shows the same learner once moderation has been completed. You will need to submit a screenshot like this to complete EPA.

Obi-Wan Kenobi: L5 Associate Diploma in People Management (L5DPM)

Details Withdraw from course | View withdrawal logs | L5 Associate Diploma in People Management (L5DPM) Admin

Expiry	21-Sep-2029	Registered	21-May-2021
Completed		Last Activity	25-Oct-2023
Extra Time Percent	0 %	✔ Passed L5 Associate Diploma in People Management (L5DPM) - 5CO03 Professional behaviours and valuing people with 50%	

[Cancel](#) [Save](#)

Results

Unit	Paper	Time taken	Result	Marker
5CO01 Organisational performance and culture in practice		0 minutes 0 seconds	✔ 24/48 (50%) Pass	Book in for test
5CO02 Evidence based practice		0 minutes 0 seconds	✔ 20/40 (50%) Pass	Book in for test
5CO03 Professional behaviours and valuing people		0 minutes 0 seconds	✔ 22/44 (50%) Pass	Book in for test
5HR01 Employment relationship management		0 minutes 0 seconds	✔ 51/64 (80%) Pass	Book in for test
5HR02 Talent management and workforce planning		0 minutes 0 seconds	✔ 30/60 (50%) Pass	Book in for test
5HR03 Reward for performance and contribution		0 minutes 0 seconds	✔ 24/48 (50%) Pass	Book in for test
5OS01 Specialist employment law			Not yet attempted	Book in for test
5OS02 Advances in digital learning and development			Not yet attempted	Book in for test
5OS03 Learning and development essentials		0 minutes 0 seconds	✔ 20/40 (50%) Pass	Book in for test

There are three pieces of information which must be clearly visible on any screenshot used as evidence:

- 1 the learner’s name
- 2 the qualification
- 3 all units that have been claimed to date, including the result.

Screenshots should be uploaded to the CIPD’s EPA platform.

Integrated assessment rating and grading

The integrated assessment is graded pass/fail using the following grading scheme.

Grade	Numerical values	Grade commentary
Fail	Below 40% achieved	This is awarded to apprentices who have not met the minimum requirements and need further development in the assessed areas.
Low pass	40% to 49% achieved	The apprentice has met the minimum requirements but may need further development in certain areas for this unit.
Pass	50% to 64% achieved	The apprentice has successfully demonstrated competence across the assessment criteria. They've met the expected standards and can confidently apply their knowledge and skills aligned with this unit.
High pass	65% to 79% or higher	The apprentice not only met the requirements but has excelled. Their understanding is deep, and their application is exemplary against criteria for this unit.
Exceptional pass	80% or higher	Awarded to apprentices who exhibit exceptional expertise, innovative thinking and a profound impact against knowledge and skills aligned with this unit.

Once moderation has taken place and final results are available for 5CO03, evidence should be uploaded to the CIPD, who will record a pass grade for this assessment method. Grades from 'low pass' to 'exceptional pass' all count as 'pass' for the EPA grading.

The grade for this assessment method will be combined with the other two assessment methods to determine an overall grade.

The grading rules for the full EPA are shown in the following matrix:

Assessment method 1 grade	Assessment method 2 grade	Assessment method 3 grade (5CO03)	EPA grade
Fail	Any grade	Any grade	Fail
Any grade	Fail	Any grade	Fail
Any grade	Any grade	Fail	Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Merit
Pass	Distinction	Pass	Merit
Distinction	Distinction	Pass	Distinction

KSBs assessed in the integrated assessment

Code	KSB
K6	Evolution of the people professional industry and the current role.
K7	Sources of specialist HR expertise and/or guidance for people issues, including ethics.
K17	Negotiation and influencing models and techniques.
K19	Approaches and practices of equity, diversity and inclusion.
K20	Approaches to employee wellbeing.
S2	Build and manage multiple and diverse stakeholders' relationships.
S5	Negotiate with and influence stakeholders to support achievement of business and organisation objectives.
S11	Embed organisational people policy to promote a diverse and inclusive culture with stakeholders.
S16	Challenge matters which conflict with ethical values or legislation.
S19	Educate and support stakeholders to deal with wellbeing issues.
B3	Seek learning opportunities and continuous professional development, incorporating them into their work.
B4	Act in a professional manner with integrity.
B7	Encourage a diverse and inclusive culture.
B8	Takes personal responsibility for and promotes wellbeing.
B9	Role-model ethical behaviour and practices, and challenge decisions and actions that are not ethical.