A white letter on a black background

Description automatically generated

A close-up of a logo

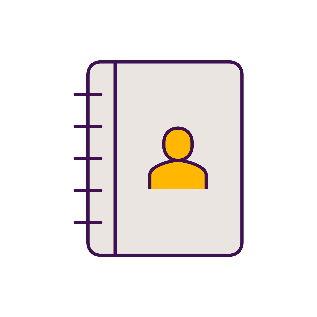
Description automatically generated

*End Point Assessment (EPA)*

*Work-based Project Plan*

*Level 3 Apprenticeship Standard*

*Learning & Development Practitioner*



Level 3 L&D Practitioner

**The Executive Summary Report Template**

Issue 2

The Executive Summary Report

|  |  |
| --- | --- |
| Name of apprentice: |  |
| Submission date: |  |

Describe the work-based project and the end-to-end implementation of a learning and development solution. Include:

* what happened
* how it happened
* the results.

**Appendices**

The appendices serve as a space for evidence of real work outputs and will support your project activities for each aspect of the learning cycle. They must be categorised within the following four topics:

* **Appendix A – Analysis**

A Needs Analysis Report and other relevant supporting documents. This may include the approach, methodology, data gathering, contracting, gap/s between current and desired state, issue identification, systematic research, analysis and objective setting.

* **Appendix B – Design/Develop**

Design plans and delivery options. This may include training and implementation plans, lesson/session plans, training materials and storyboards.

* **Appendix C – Delivery**

A 2-7 hour recorded delivery of the designed development programme to an instruction cover sheet. The recording may be face to face, online, e-learning, microlearning, video content etc.

* **Appendix D – Evaluate**

An evaluation report and processes used (a minimum of Kirkpatrick L1 and L2 (or equivalent).

# How to format appendices

* The appendices are to be positioned at the end of your Executive Summary report.
* Include a reference list.
* Appendices must be referenced in the report with only the letter and the number (for example – Ref: D.2). You might summarise learner feedback in ‘the results’ section of the executive summary report and then include the full data in the appendices.
* Appendices must be divided into the appropriate sections for each of the training cycle stages
* The appendix title must be labelled with a letter, number and title to clarify content (Appendix D.2: Evaluation – Smile Sheets).

|  |  |  |
| --- | --- | --- |
| Title: | Submission date: | |
| The Executive Summary report must be written  in 2250 words +/- 10% | Total word count (excluding Appendices): | |
| **Write the Executive Summary report here:** | | Ref: |

# Appendices

|  |  |
| --- | --- |
| Appendix A.1: Analysis | Needs Gap Analysis Report |
| Appendix A.2: |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Appendix B.1: Design/Develop | Training and Implementation Plan |
| Appendix B.2: |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Appendix C.1: Delivery | Recording Instructions |
| Appendix C.2: |  |
|  |  |
|  |  |
|  |  |
|  |  |

|  |  |
| --- | --- |
| Appendix D.1: Evaluation | Evaluation Report |
| Appendix D.2: |  |
|  |  |
|  |  |
|  |  |
|  |  |