

# CIPD



## L3 HR Support

**Guidance on the use of appendices, tables and graphs**

**Consultative Project**

Issue 2

## Guidance on the use of appendices, tables and graphs

### Introduction

This document outlines the approach that should be taken when including appendices, tables, graphs or images as part of the Consultative Project (CP) for the Level 3 HR support or Level 5 HR Consultant Partner End-point Assessment (EPA).

Apprentices are permitted to use material either in the body of the document or in an appendix to support their consultative project write up. This supporting material will not be included in the word count as outline in the CIPD Word Count Policy for End Point Assessment. However, it is important that this additional material follows the guidance set out to ensure it is appropriate both in volume and content.

Examples of additional material may be:

- Graphs or charts
- Images, photographs, and illustrations
- Drawings, diagrams, and maps
- Tables of data
- Excerpts from policies, or procedures

Any of these forms of evidence should be clearly labelled and should be introduced in the main body of the document to make clear to the assessor the relevance to the project. Any text on an image should be kept to a minimum and must be of sufficient size to be legible.

### Graphs or charts

Graphs or charts can be used to present data in a visual way to exemplify different parts of the apprentice's work on the project. Graphs or charts should only be used where they exemplify the work the apprentice has done on the project.

### Images, photographs, illustrations, drawings, diagrams and maps

Images, photographs, diagrams, maps etc. can be used to convey information in a visual format that is more accessible to the assessor than it would be if described in words. Images of text that contains description or commentary on the project are not permitted. These should be written in the main body of the project and included in the wordcount.

### Tables of Data

Tables can be used to organise data to make it more easily understood. Tables should be used to present data relevant to the project. Tables should not contain large amounts of text and should not contain description or commentary on the project. This should be written in the main body of the project and included in the wordcount.

### Excerpts from Policies/Procedures

Excerpts from policies/procedures may be included where they provide essential contextual information or primary evidence of the apprentice's work on the project. It is essential that these excerpts are of a reasonable length and that the relevant areas/sections are clearly signposted. These excerpts may be included as screenshots but should not include any description /commentary on the project work.

## Appendices

For the Consultative Project (CP), apprentices can present information that is not central to their response, but which underpins and is relevant to it in appendices. An appendix can therefore be used outside the permitted CP word count but must clearly support the submission and be reasonable in quantity.

Please note that submissions that do not follow this guidance may fail as a result of the word count policy. See CIPD Word Count Policy for End Point Assessment.

Normally we would not expect this to exceed 5 to 6 pages in length as a maximum. It is also essential that evidence presented in an appendix is and clearly signposted within the body of the project so that it is clear where the assessor needs to review the supporting evidence and what this evidence is showing them. It is essential that the assessor understands why they are being shown particular pieces of evidence in relation to different areas of the project as it is not expected that they read through all additional evidence presented and infer to which part of the project it applies.

## What should be included in the appendix

Appendices can include the same types of additional material as outlined above. When deciding whether to put supporting evidence in an appendix or in the main body of the project, consider the size of the additional information. The main reason for using an appendix will be that the evidence would break the flow if included in the body of the project. Importantly, it's not an extension of the project but rather a space to provide supporting documentation. It should not, therefore, contain additional description or commentary of the project work as all of this should be included in the body of the document and will be counted as part of the word count.

## What should not be included in the appendix

Any information/evidence that is not relevant or not supporting the main CP should not be included in the appendix. This may include:

- Excessive text
- Whole policies or pieces of legislation
- Whole Handbooks or procedure