Highfield Level 5 End-Point Assessment for ST0385 Operations or Departmental Manager

Mock Assessment Materials

Project Proposal, Presentation and Questioning

Planning their project proposal		
Ref	**Assessment Criteria**	**Achieved**
PP1	Describes business development tools, management systems and contingency planning that are available when they have supported the management of change or identified and developed new opportunities within their organisation whilst ensuring commercial awareness (K1.2, K1.4, S1.3, S4.3)	
PP2	Uses operational management approaches and models in strategic planning that create plans that meet organisational objectives (K1.1, S1.1)	
PP3	Shows how they are flexible, creative, innovative and enterprising when seeking proposed solutions to business needs (B3.1, B3.2)	
PP4	Explains their organisational values and ethics, and the impact these have on their decision making (K10.2)	
PP5*	*Analyses a range of business development tools that assist with project planning, and the techniques and approaches for continuous improvement, and how these tools and approaches align with their organisational systems, processes and plans (K1.2)*	

Delivery of their project proposal		
Ref	**Assessment Criteria**	**Achieved**
DP1	Uses project management tools to plan, organise and manage resources in order to deliver the required outcomes to plan their project. Identifies and mitigates risks and includes suitable systems to monitor progress of the project proposal (K2.1, K2.2, S2.1, S2.2, S2.3)	
DP2	Applies time management tools and techniques and different approaches to planning in order to prioritise activities (K9.1, S9.2)	
DP3	Undertakes a critical data analysis to understand and inform their decision making and approach to problem-solving (K10.1, S10.1, S10.2)	
DP4	Uses various forms and styles of communication effectively which are suitable for the audience and situation (S7.1)	
DP5	Evaluates how they support, manage and communicate change and how they have overcome the barriers they identified *(K1.5, S1.2)*	

DP6*	*Analyse and evaluate the effectiveness of the project management tools and problem-solving techniques used in the planning of the project proposal (S2.3, S10.2)*	

Project proposal output		
Ref	**Assessment Criteria**	**Achieved**
PO1	Provides reports and management information that details the management of their project proposal's budget appropriately considering the financial implications of their decisions and adjusts their approach or recommendations accordingly (K3.1, S1.5, S3.1)	
PO2	Uses specialist advice and shows a willingness to be open to new ways of working (S6.3, B3.4)	
PO3*	*Justifies the use of specialist advice and evaluates the impact of the advice on the project proposal (S6.3)*	
PO4*	*Justifies and evaluates the financial and budgetary recommendations identified within the project proposal (S1.5, S3.1)*	

*Distinction criteria

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