

# Highfield Level 4 End-Point Assessment for ST0325 Retail Manager

## Mock Assessment Materials

### Retail Business Project

Retail business project			
Ref	Assessment Criteria (Pass)	Criteria met	Criteria not met
BP1	Give a general introduction and background to the retail business, including how this related to the wider organisation, local and national environment		
BP2	Outline the problem, challenge or opportunity identified		
BP3	State the aims and objectives of the project		
BP4	Identify how the potential changes would lead to measurable improvements and benefits to the retail business		
BP5	Consult relevant stakeholders (e.g. customers, team members, managers) to inform the results and recommendations		
BP6	Provide a detailed analysis of costs associated with the proposed recommendations		
BP7	Identify applicable local and national legislation and ensure the proposal complies		
BP8	Provide research methodology to demonstrate a logical, coherent approach		
BP9	Make clear recommendations for implementation		
BP10	Concise validation and justification of recommendations		

Ref	Assessment Criteria (Distinction)	Criteria met	Criteria not met
<b>BP11</b>	<i>Give a detailed introduction and background of the retail business, wider organisations, local and national environments, including on-line considerations</i>		
<b>BP12</b>	<i>Outline the current situation which has led to the identification of a challenge or opportunity</i>		
<b>BP13</b>	<i>Provide detailed aims and objectives for the project, linking to the current situation</i>		
<b>BP14</b>	<i>Identification of measurable improvements and benefits to the organisation</i>		
<b>BP15</b>	<i>Provide evidence of wide consultation with a range of stakeholders and show how responses have been effectively evaluated and their content considered and included in the recommendation</i>		
<b>BP16</b>	<i>A thorough analysis of costs and benefits of the recommendations in the short, medium and long term</i>		
<b>BP17</b>	<i>Critically analyse the project to ensure it meets organisational and legal requirements</i>		
<b>BP18</b>	<i>Effectively design and use a research methodology using qualitative and quantitative research to its best effect</i>		
<b>BP19</b>	<i>Detailed recommendations for implementation</i>		
<b>BP20</b>	<i>Comprehensive link from the project into the medium term strategy of the retail business</i>		
<b>BP21</b>	<i>Detailed validation and justification of recommendations</i>		
<b>BP22</b>	<i>Proposed timeframes for implementation</i>		