

Highfield Level 3 End-Point Assessment for ST0647
Transport and Warehouse Operations Supervisor
Project Proposal Approval Form

Apprentice Name:	
Learner ID:	HABC
Proposal word count:	
Has the project title been approved in consultation with the employer (2 weeks before gateway)?	<<YES/NO>>
Project Proposal	
Project title	
Scope	

Terms of Reference (ToR) This should demonstrate that the work-based project will provide sufficient opportunity for the KSBs to be met	
1. Project Description: A detailed description of the work-based project, including its objectives, scope, duration, and the roles and responsibilities of the participants.	2. Learning Objectives: A list of specific learning objectives that the project aims to achieve, aligned with the relevant KSBs.
3. Assessment Methods: A description of the methods used to assess the participants' learning outcomes, including formative and summative assessments.	4. Resources: A list of resources required for the project, including materials, equipment, and personnel.
5. Risk Assessment: An assessment of the risks associated with the project, including safety, health, and environmental risks.	6. Conclusion: A summary of the project and its findings, highlighting the key learning outcomes and the impact on the participants.

[illegible]

<p>Project summary</p> <p>A brief summary of what the project will cover. This should outline the project plan, overview of tasks, specific responsibilities and duties planned and an overview of time frames</p>

[illegible]

Employer Declaration

I confirm that the project proposal outlined above provides a benefit to the business and any assistance given and/or sources used have been acknowledged.

Employer signature:	Date:
----------------------------	--------------

Employer signature:	Date:
----------------------------	--------------

For Highfield Assessment use only:

Consideration	Met	Not Met
Has the apprentice submitted a project title, scope, ToR and a brief summary of what the project will cover?		
Is the project proposal a real-life or recurring organisational issue, a specific problem, or an idea/opportunity?		
Will the proposed project provide the apprentice the opportunity to achieve all of the KSBs assigned to this assessment method?		
Has the apprentice outlined their proposed project plan, overview of tasks, specific responsibilities and duties planned and an overview of timeframes?		
Approved: Y/N		
Feedback:		
Independent Assessor:		
Date of Approval		

*If the project proposal is not approved, a revised proposal should be sent to the employer and independent end assessor.