



THINK ABOUT

BUSINESS ADMINISTRATOR

PROJECT PRESENTATION

END-POINT ASSESSMENT AP02 V1.0

Project Presentation Purpose

As part of your business administrator apprenticeship you must complete a presentation on a project you have completed or a process you have improved.

The project/process improvement must be relevant to your place of work, incorporating planning, managing, communicating to stakeholders, monitoring and reporting results.

You should start your project or process improvement from month 9 of your apprenticeship. Your training provider and/or employer will support you in submitting your project/process improvement for end-point assessment following your gateway meeting towards the end of your apprenticeship.

Once your project has been submitted, your end-point assessor will review and assess it against the criteria detailed in the tables below and generate a question that you must answer during your presentation. Examples of possible questions include:

- how have you improved a process or operating practice?
- what were the steps you took to implement the project?
- what worked well and how would you improve the results in the future?

Your presentation should last 10-15 minutes, with a further 10-15 minutes allowed for a question and answer session. In the presentation you will need to describe how you approached the task detailed as part of your project/process improvement, what skills you needed to apply as part of your job role and how you could improve the outcome/results going forward.

As part of the presentation you will need to demonstrate IT skills. Therefore, you will need to use either Microsoft Office PowerPoint, Prezi or similar.

You will be assessed against the criteria included in the tables on the following pages. Use the text box in each table to help you plan your project and presentation.

Criteria	Value of their skills
<p>Identify your role within the team. Identify the value of your skills.</p> <p>Distinction: Analyse your skills, compared with others.</p>	<p><i>Notes/evidence (slide numbers)</i></p>
Criteria	Stakeholders
<p>Explain how you manage stakeholders including:</p> <ul style="list-style-type: none"> • clarifying expectations • delivering on expectations <p>Distinction: Explain how to follow the principles of stakeholder management.</p>	<p><i>Notes/evidence (slide numbers)</i></p>

Criteria	Processes
<p>Describe how to consistently follow your organisation's processes.</p> <p>Outline how to make suggestions for small improvements and support on successful implementation.</p> <p>Distinction: Describe how to follow organisational processes and promote adherence and improvements to them.</p> <p>Identify inefficiencies or ineffectiveness in a process and support on successful implementation of rectification.</p>	<p><i>Notes/evidence (slide numbers)</i></p>
Criteria	IT
<p>Use IT packages to perform tasks relevant to own role without supervision.</p>	<p><i>Notes/evidence (slide numbers)</i></p>

Criteria	Decision Making
<p>Your decisions are thought through, using a range of information to make a sound judgement.</p> <p>You are able to challenges appropriately and is polite when doing so.</p> <p>You can exercise sound judgement when asking for advice by choosing the appropriate time, manner and person.</p> <p>Distinction:</p> <p>Your decisions are timely and consistently show good judgement.</p> <p>Your decisions are continuously made by thoughtfully considering different information and the risks of any action.</p> <p>You can make decisions that are fully evidenced and justifiable.</p> <p>You consistently behave and seek advice in a mature way.</p>	<p><i>Notes/evidence (slide numbers)</i></p>
Criteria	Interpersonal Skills
<p>You are able to work effectively with a range of people.</p> <p>You can influence and challenge peers when necessary.</p> <p>Support others in the organisation and demonstrate coaching skills.</p> <p>Distinction:</p> <p>Influence managers as well as peers.</p> <p>Constructively challenge managers, as well as peers, when necessary.</p> <p>Proactively offer coaching to others, providing relevant feedback.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Communications
<p>Show flexibility to different situations.</p> <p>Distinction: Consistently answer queries from both inside and outside of the organisation in a confident way.</p>	<p><i>Notes/evidence (slide numbers)</i></p>

Criteria	Planning and Organisation
<p>Share ideas to improve plans with others.</p> <p>Distinction: Improve the management of resources, e.g. identify cost savings or process improvements. Make suggestions for improvements to working practice showing understanding or implications beyond immediate environment.</p>	<p><i>Notes/evidence (slide numbers)</i></p>

Criteria	Project Management
<p>Effectively plan and manage small projects.</p> <p>Able to lead small projects when required.</p> <p>Distinction:</p> <p>Plan and manage a significant project and describe what made it a success.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Responsibility
<p>Describe how to develop your own skills and behaviours.</p> <p>Distinction:</p> <p>Describe how to proactively seek opportunities to develop yourself and share this learning with others.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>