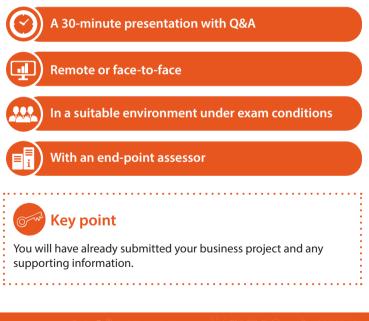


On the day of this assessment you will carry out:



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## Do



Review the criteria associated with the business project presentation - this can be found in the EPA kit and in the table at the end of this document

Ensure a quiet room is available and that there are no interruptions

Take advantage of the time allocated for the presentation, allowing time for the Q&A at the end

Refer to the relevant problems, key recommendations and expected improvements detailed in your business project

Be prepared to answer questions relating to your business project



## Don't

Forget to bring your ID

Forget to plan

Forget to tell your colleagues that you are being assessed

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### Next steps

- Results can take up to 7 working days to be confirmed.
- Your manager/training provider will inform you of the results.

### Resits

If you do not achieve a pass result on the business project presentation with Q&A you can resit the assessment.



- (P) indicates pass criteria
- (D) indicates distinction criteria

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Assessment criteria	Key points to remember
(P) Outline the problem, challenge or opportunity identified	
(D) Outline the current situation which has led to the identification of a challenge or opportunity	
(P) State the aims and objectives of the project	
(D) Provide detailed aims and objectives for the project, linking to the current situation	
(P) Identify how the potential changes would lead to measurable improvements and benefits to the retail business	
(D) Identification of measurable improvements and benefits to the	
organisation	
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Assessment criteria	Key points to remember
(P) Consult relevant stakeholders (e.g. customers, team members, managers) to inform the results and recommendations	
(D) 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	
(P) Provide a detailed analysis of costs associated with the proposed recommendations	
(D) A thorough analysis of costs and benefits of the recommendations in the short, medium and long term	
(P) Identify applicable local and national legislation	
(D) Critically analyse the project to ensure it meets organisational and legal requirements	

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Assessment criteria	Key points to remember
(P) Provide research methodology to	
demonstrate a logical, coherent approach	
(D) Effectively design and use a research	
methodology using qualitative and quantitative research to its best effect	
quantitative rescarcin to its pest effect	
(P) Make clear recommendations for implementation	
(D) Detailed recommendations for implementation	
for implementation	
(P) Concise validation and justification	
of recommendations	
(D) Detailed validation and justification	
of recommendations	

owledge => i d & A \$ ; DIRECTION:Q:IDEAS => QU mployment : EXPERTISE & learning ( inspire Q engag ACINATION:Q: PROGRESS talent => skills Q<sup>29</sup>socialis

Assessment criteria	Key points to remember
(D) Comprehensive link from the project into the medium term strategy of the retail business	
(D) Proposed timeframes for	
implementation	

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