

**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)?	
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

Project summary

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

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:

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?		
Does the project proposal meet the word count of 500 (+/-10%)?		
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.