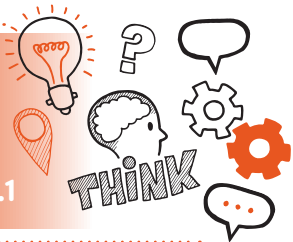


**Think about
Business project
presentation with Q&A
Level 4 Retail Manager IfATE V1.1**



On the day of this assessment you will carry out:



A 30-minute presentation with Q&A



Remote or face-to-face



In a suitable environment under exam conditions



With an end-point assessor



Key point

You will have already submitted your business project and any supporting information.



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



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.



Use the table below to plan and prepare for the business project presentation with Q&A.

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
<p>(P) Give a general introduction and background to the retail business, including how this related to the wider organisation, local and national environment</p> <p>(D) Give a detailed introduction and background of the retail business, wider organisations, local and national environments, including on-line considerations</p>	

Assessment criteria	Key points to remember
<p>(P) Outline the problem, challenge or opportunity identified</p> <p>(D) Outline the current situation which has led to the identification of a challenge or opportunity</p>	
<p>(P) State the aims and objectives of the project</p> <p>(D) Provide detailed aims and objectives for the project, linking to the current situation</p>	
<p>(P) Identify how the potential changes would lead to measurable improvements and benefits to the retail business</p> <p>(D) Identification of measurable improvements and benefits to the organisation</p>	

Assessment criteria	Key points to remember
<p>(P) Consult relevant stakeholders (e.g. customers, team members, managers) to inform the results and recommendations</p> <p>(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>	
<p>(P) Provide a detailed analysis of costs associated with the proposed recommendations</p> <p>(D) A thorough analysis of costs and benefits of the recommendations in the short, medium and long term</p>	
<p>(P) Identify applicable local and national legislation</p> <p>(D) Critically analyse the project to ensure it meets organisational and legal requirements</p>	

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

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

