

THINK ABOUT

RETAIL TEAM LEADER BUSINESS PROJECT END-POINT ASSESSMENT



The purpose of the business project is to ensure the apprentice understands today's industry and what the consumer wants in a retail business, while relating this to their own retail organisation.

The project topic should focus on an immediate problem, opportunity or idea in line with the scope of the apprentice's day-to-day role. For example, a potential cost saving for the business through improving efficiency, reducing waste or finding alternative ways of working to achieve the business's objectives.

Once the project has been identified by the apprentice, it should be discussed with their employer/training provider; this should be at least 1 month prior to their readiness for independent end-point assessment. The employer/training provider will then determine whether the proposed project has the potential to meet the criteria of the business project. The apprentice will then prepare a 1-page synopsis of their proposed project to bring to the end-point assessment planning meeting.

The apprentice will be required to prepare a written copy of their proposal which should be between 200 to 300 words and then present it to the end-point assessor at a pre-planned meeting, which may be face to face or via a web-based system. At this meeting, the apprentice, end-point assessor and the employer will discuss the proposal and the end-point assessor should approve it. If for any reason the proposal is not approved, the apprentice must resubmit a revised proposal within 1 week.

To be completed by apprentice for gateway meeting:

Name of apprentice	
Apprenticeship start date	
Employer	
Name of manager (normally the line manager)	
Date business project proposal submitted to EPA organisation	
Gateway meeting date (if different from above)	

To be completed by end-point assessor on receipt of proposal:

Date project proposal form received	
Date reviewed	
Date feedback sent to apprentice and employer	
Name of manager (normally the line manager)	
Name of end-point assessor	

Project proposal (not to exceed 200-300 words)

The apprentice should outline the project, and how they plan to cover each of the following areas. Apprentices should use the final box to include any additional relevant information.

Proposed project title:

Introduction and background:

Proposal must include both an introduction and background.

Outline of challenge or opportunity

Proposal must, as a minimum, give a brief description of the challenge or opportunity.

Aims and objectives

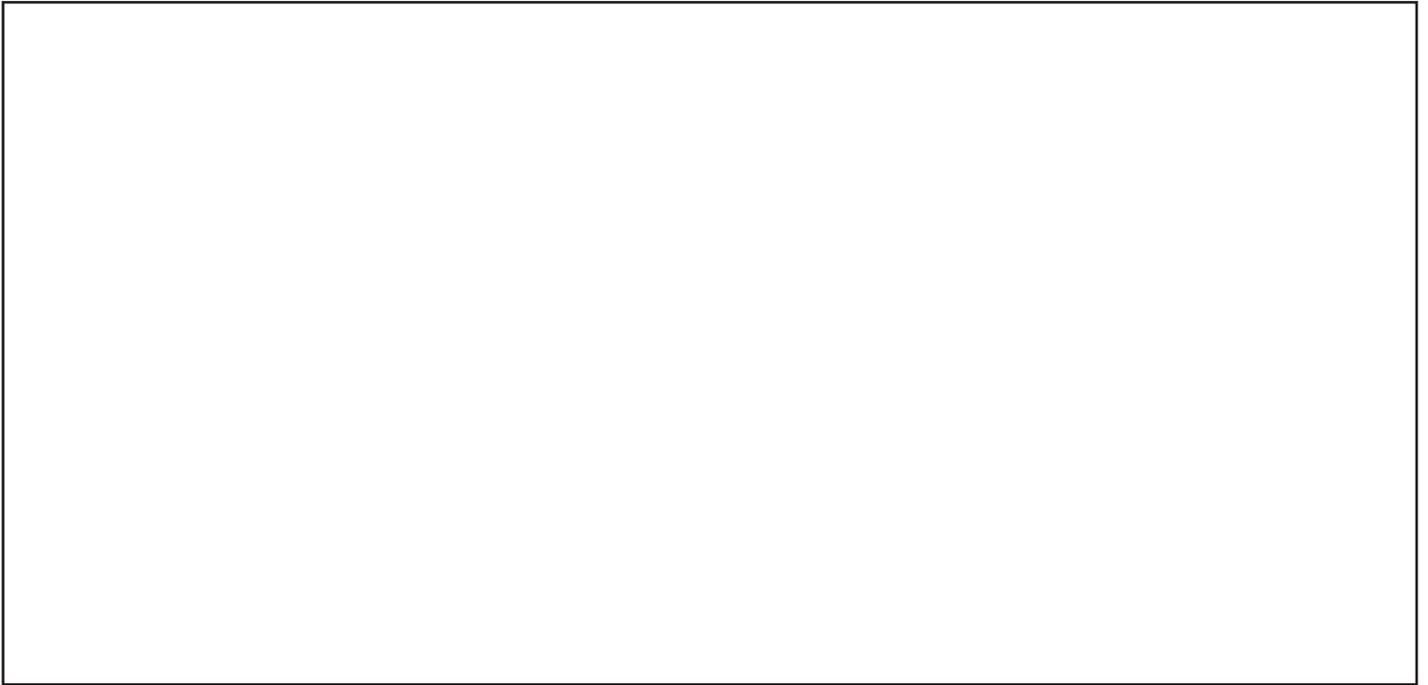
Proposal must include both aims and objectives.

Evidence of consultation and engagement of stakeholders

Proposal must identify who has been consulted and which stakeholders have been engaged with. This can be a list or descriptions of why those individuals are included.

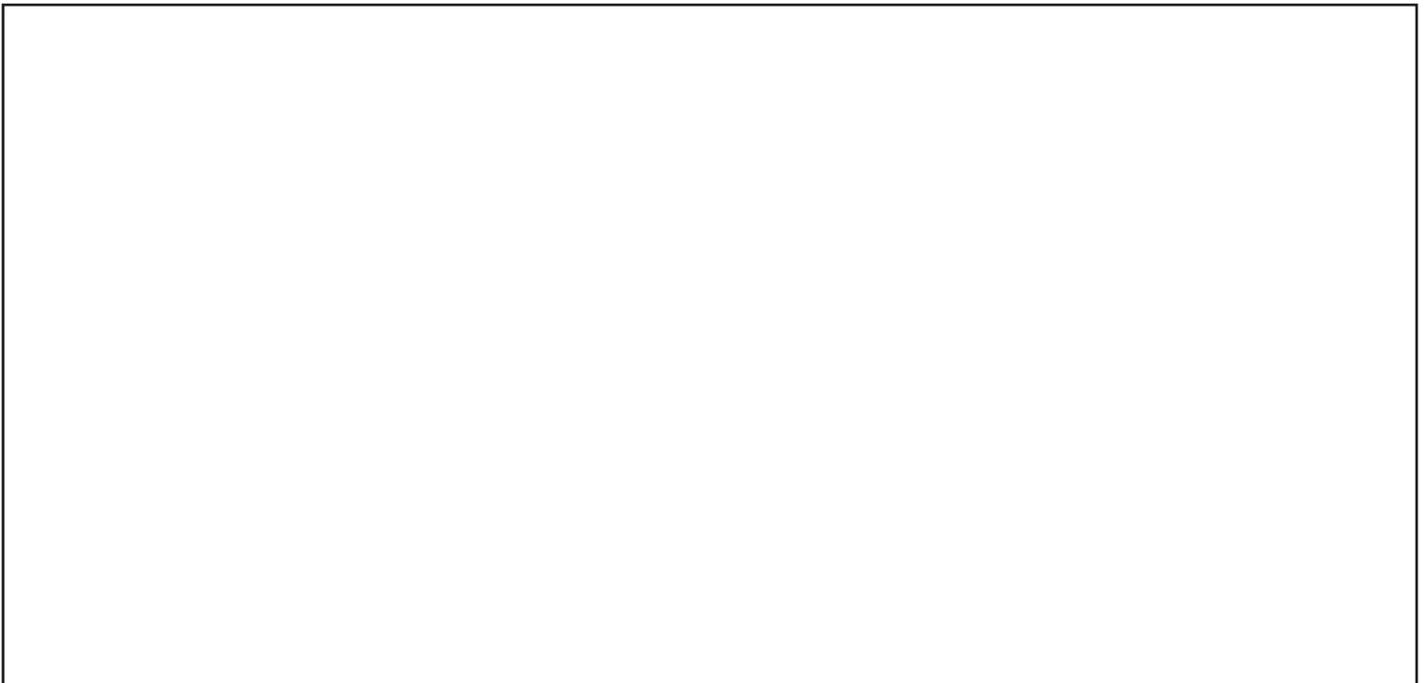
Identification of measurable improvements and benefits to the organisation

Proposal must include explanation of both the improvements and benefits.



Evidence of effective research

Proposal must include description of how evidence produced from the research is useful and relevant.



Analysis of costs and commercial context

Proposal must include, as a minimum, commercial context, outline costs incurred and effect of costs.

Legislative requirements explained and adhered to

Proposal must list legislation that is considered, explain how it is relevant and how it has been adhered to.

Justified recommendations for implementation

Proposal must, as a minimum, include a brief description of the recommendations and a brief justification of each recommendation.

Proposed for implementation

Proposal must include date and task that must be completed.

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