

Think about Retail business project Level 4 ST0325 Retail Manager V1.2



On the day of this assessment you will carry out:



A retail business project with a 30-minute presentation with questions and answers



Face-to-face or remote



In a suitable, controlled environment free from distractions or influence



With an end-point assessor. An employer representative can be present but only to observe and not interact with the assessment



Key point

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



Do

- ☐ Review the criteria associated with the retail business project - 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
- ☐ Be prepared to answer any follow-up questions that your assessor may ask



Don't

- ☐ Forget to bring your ID
- ☐ Forget to plan



Next steps

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



Resits

- If you do not achieve a pass result on the retail business project, you can resit the assessment



Use the table below to plan and prepare for the retail business project.

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
Retail business project	
(P) Give a general introduction and background to the retail business, including how this related to the wider organisation, local and national environment	
(P) Outline the problem, challenge or opportunity identified	

(P) State the aims and objectives of the project

(P) Identify how the potential changes would lead to measurable improvements and benefits to the retail business

(P) Consult relevant stakeholders (e.g. customers, team members, managers) to inform the results and recommendations

(P) Provide a detailed analysis of costs associated with the proposed recommendations

(P) Identify applicable local and national legislation and ensure the proposal complies

(P) Provide research methodology to demonstrate a logical, coherent approach

(P) Make clear recommendations for implementation

(P) Concise validation and justification of recommendations

(D) Give a detailed introduction and background of the retail business, wider organisations, local and national environments, including on-line considerations

(D) Outline the current situation which has led to the identification of a challenge or opportunity

(D) Provide detailed aims and objectives for the project, linking to the current situation

(D) Identification of measurable improvements and benefits to the organisation

(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

(D) A thorough analysis of costs and benefits of the recommendations in the short, medium and long term

(D) Critically analyse the project to ensure it meets organisational and legal requirements

(D) Effectively design and use a research methodology using qualitative and quantitative research to its best effect

(D) Detailed recommendations for implementation

(D) Comprehensive link from the project into the medium term strategy of the retail business

(D) Detailed validation and justification of recommendations

(D) Proposed timeframes for implementation