

# Highfield Level 4 End-Point Assessment for ST0229 Hospitality Manager

## Business Project Proposal Approval Form

Apprentices must submit a two-page synopsis of the business project for approval. This form provides guidance on what should be included within the proposal, however alternative documents can be used.

<b>Apprentice Name:</b>	
<b>Pathway:</b>	
<b>Project proposal</b>	
<b>Title</b>	
<b>Outline of the problem, issue, opportunity or challenge</b>	
<b>Outline of how the problem relates to the pathway (specialist function)</b>	

<b>Outline of how you will measure improvements and/or benefits</b>
<b>Outline the intended approach to research and recommendations</b>
<b>Outline the intended approach to measuring improvement and/or benefits</b>

Outline the intended approach to analysing cost and findings

For Highfield Assessment use only:

Consideration	Met	Not Met
Does the project proposal focus on a problem, opportunity or idea on which the apprentice can develop realistic business recommendations for improvement?		
Does the project allow the apprentice to undertake research and consultation with stakeholders, including gathering and reviewing information?		
Will the apprentice be able to measure improvements and/or benefits to the organisation?		
Does the project proposal give the apprentice the opportunity to access the highest attainable grade for the business project?		
Does the project proposal give reference to improving the specialist function?		
Does the project proposal outline the intended approach to research and making recommendations?		
Approved: Y/N		

<b>Feedback:</b>	
<b>Independent Assessor:</b>	
<b>Date of Approval</b>	

If the project proposal is not approved, a revised proposal should be sent to the employer and independent end assessor within 7 days.