Highfield Level 3 End-Point Assessment for ST0230 Team Hospitality Supervisor: Event Supervisor

Mock Assessment Materials

Business Project

Introduction and Background		
Ref	**Assessment Criteria (Pass)**	**Achieved**
BP1	Give a general introduction and background to department, team or area of work, including how this relates to the rest of the business unit (if applicable)	
BP2	Explain how the business fits into the hospitality industry	
Ref	**Assessment Criteria (Distinction)**	**Achieved**
BP14	*Give a detailed introduction and background of the department, team or working area wider business unit (e.g. other departments, head office, local community / customer profile)*	

Focus, Aims and Objectives		
Ref	**Assessment Criteria (Pass)**	**Achieved**
BP3	Outline the problem, challenge or opportunity identified	
BP4	State the aims and objectives of the project	

Ref	Assessment Criteria (Distinction)	Achieved
BP15	*Outline the current situation which has led to the identification of a challenge or opportunity*	
BP16	*Provide detailed aims and objectives for the project, linking to the current situation*	

Research		
Ref	**Assessment Criteria (Pass)**	**Achieved**
BP5	Consult relevant stakeholders (e.g. customers, team members, managers) to inform the results and recommendations	
BP6	How the apprentice keeps up to date with trends and the changing industry	
BP7	Provide research methodology to demonstrate a logical, coherent approach	
Ref	**Assessment Criteria (Distinction)**	**Achieved**
BP17	*Show a range of research has been used effectively, including obtaining information from stakeholders, such as team members, management, suppliers or customers*	
BP18	*Show a range of qualitative and quantitative research has been used effectively*	

	Findings	
Ref	**Assessment Criteria (Pass)**	**Achieved**
BP8	Identify how the potential changes would lead to measurable improvements and benefits to the department, team or area of working	
Ref	**Assessment Criteria (Distinction)**	**Achieved**
BP19	*Identification of measurable improvements and benefits to the organisation*	

	Conclusion and Recommendations	
Ref	**Assessment Criteria (Pass)**	**Achieved**
BP9	Make clear recommendations for implementation	
BP10	Provide an indication of costs associated with the proposed recommendations	
BP11	Concise validation and justification of recommendation	
BP12	Identify applicable legislation and ensure the proposal complies where necessary	
BP13	Demonstrate an awareness of and understanding for the need for deadlines	
Ref	**Assessment Criteria (Distinction)**	**Achieved**
BP20	*Make detailed recommendations for implementation, including timings and potential costs*	

BP21	*Provide detailed validation and justification of recommendations*	
BP22	*Review the project to ensure it meets organisational and legal requirements*	
BP23	*Proposed timeframes for implementation*	