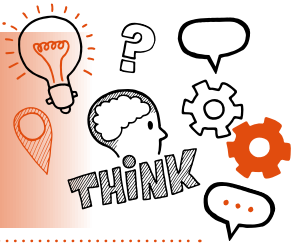# Think about Business project Level 3 ST0230 Hospitality Supervisor v1.1

On the day of this assessment you will carry out:

A 2,000 – 5,000-word business project, followed by a 30-minute presentation of the project and questions and answer session

Remote or face-to-face

In a suitable, controlled environment free from distraction

With an end-point assessor

Key point

You will have already submitted your written project report no less than 7 days in advance of the presentation.

Do

- [ ] Review the criteria associated with the 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 business project, you can resit the assessment

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

(P) indicates pass criteria
(D) indicates distinction criteria

Assessment criteria	Key points to remember
Introduction and background	
(P) 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)	
(P) Explain how the business fits into the hospitality industry	

Assessment criteria	Key points to remember
(D) 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 and aims	
(P) Outline the problem, challenge or opportunity identified	
(P) State the aims and objectives of the project	
(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	

Research	
(P) Consult relevant stakeholders (e.g. customers, team members, managers) to inform the results and recommendations	
(P) How the apprentice keeps up to date with trends and the changing industry	
(P) Provide research methodology to demonstrate a logical, coherent approach	
(D) Show a range of research has been used effectively, including obtaining information from stakeholders, such as team members, management, suppliers or customers	

Assessment criteria	Key points to remember
(D) Show a range of qualitative and quantitative research has been used effectively	

Findings

Assessment criteria	Key points to remember
(P) Identify how the potential changes would lead to measurable improvements and benefits to the department, team or area of working	
(D) Identification of measurable improvements and benefits to the organisation	

Conclusion and recommendations

Assessment criteria	Key points to remember
(P) Make clear recommendations for implementation	
(P) Provide an indication of costs associated with the proposed recommendations	

(P) Concise validation and justification of recommendation	
(P) Identify applicable legislation and ensure the proposal complies where necessary	
(P) Demonstrate an awareness of and understanding for the need for deadlines	
(D) Make detailed recommendations for implementation, including timings and potential costs	
(D) Provide detailed validation and justification of recommendations	
(D) Review the project to ensure it meets organisational and legal requirements	
(D) Proposed timeframes for implementation	