

**Highfield Level 5 End-Point Assessment for ST0385 Operations/Departmental
Manager Mock Assessment Documentation
Presentation and Q&A on Work-Based Project**

Project Management		
Ref	Assessment Criteria	Presentation and Q&A
S2.1	Plan, organise and manage resources to deliver required outcomes	
S2.2	Monitor the progress of a project	
S2.3	Identify risk and put in place steps to mitigate them	
S2.4	Demonstrate use of relevant project management tools	

Finance		
Ref	Assessment Criteria	Presentation and Q&A
S3.1	Monitor and manage departmental budgets	
S3.2	Produce accurate financial reports	
S3.3	Consider financial implications of decisions	
S3.4	Adjust approach and recommendations, where appropriate, according to financial implications identified	

Management of Self		
Ref	Assessment Criteria	Presentation and Q&A
K9.1	Compare time management techniques and tools	
K9.2	Explain how to prioritise activities	
K9.3	Compare the use of different approaches to planning, including managing multiple tasks	

Management of Self		
Ref	Assessment Criteria	Presentation and Q&A
S9.1	Use time management techniques	
S9.2	Use effective prioritisation techniques	

Decision Making		
Ref	Assessment Criteria	Presentation and Q&A
K10.1	Compare problem solving and decision-making techniques , including data analysis	
K10.2	Define organisational values and ethics	
K10.3	Analyse the impact organisational values and ethics has on decision making	

Decision Making		
Ref	Assessment Criteria	Presentation and Q&A
S10.1	Undertake critical analysis and evaluation to support decision making	
S10.2	Use effective problem-solving techniques	

Agile		
Ref	Assessment Criteria	Presentation and Q&A
B13.1	Is creative, innovative and enterprising when seeking solutions to business needs	
B13.2	Demonstrate openness to new ways of working	