Highfield Level 3 End-Point Assessment for ST0326 Retail Team Leader

Mock Assessment Materials

Retail business project

	Retail business project		
Ref	**Assessment Criteria (Pass)**	**Criteria met**	**Criteria not met**
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	Outline the problem, challenge or opportunity identified		
BP3	State the aims and objectives of the project		
BP4	Identify how the potential changes would lead to measurable improvements and benefits to the department, team or area of working		
BP5	Consult relevant stakeholders (e.g. customers, team members, managers) to inform the results and recommendations		
BP6	Provide an indication of costs associated with the proposed recommendations		
BP7	Identify applicable legislation and ensure the proposal complies where necessary		
BP8	Provide research methodology to demonstrate a logical, coherent approach		
BP9	Make clear recommendations for implementation		
BP10	Concise validation and justification of recommendation		

Ref	Assessment Criteria (Distinction)	Criteria met	Criteria not met
BP11	*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)*		
BP12	*Outline the current situation which has led to the identification of a challenge or opportunity*		
BP13	*Provide detailed aims and objectives for the project, linking to the current situation*		
BP14	*Identification of measurable improvements and benefits to the organisation*		
BP15	*Provide evidence of wide consultation and show how responses have been included in the recommendation*		
BP16	*Review the project to ensure it meets organisational and legal requirements*		
BP17	*Show a range of qualitative and quantitative research has been used effectively*		
BP18	*Detailed recommendations for implementation*		
BP19	*Detailed validation and justification of recommendations*		
BP20	*Proposed timeframes for implementation*		