VTCT Skills

Apprentice Preparation Guide

Project and Presentation

End-point Assessment Supply Chain Practitioner

Assessment Method: Project and presentation

Preparing for your End-point Assessment

This document is designed to support you in preparing for the **VTCT Skills Level 3 Supply Chain Practitioner (Fast Moving Consumer Goods (FMCG)) ST0201 v1.1** End-point Assessment.

During your End-point assessment, **one** of the **three** assessment methods that you will undertake is a Project and presentation.

Overview of the project and presentation

A project involves you completing a significant and defined piece of work that has a real business application and benefit. The project must meet the needs of your employer's business and be relevant to your occupation and apprenticeship.

This assessment method has 2 components:

- project with a project output
- presentation with questions and answers

Together, these components give you the opportunity to demonstrate the KSBs mapped to this assessment method. They are assessed by an independent assessor.

Your employer should ensure you have the time and resources, within the project period, to plan and complete your project. The project period lasts until the end of week 10 of the EPA period, by which point you must have submitted your project to VTCT Skills.

Project scope requirements at Gateway

For your Gateway submission, you must produce a project title and scope of approximately 200 words. The scope should:

- outline whether the project is process-review-focused **or** issue-focused.
- indicate milestones, objectives, timelines and key performance indicators.

You should complete the project title and scope on the VTCT Skills Project Scope and Title submission form.

Your employer must agree the project title and scope and indicate this on the form.

Once you have submitted the form, VTCT Skills must approve your project title and scope. You must start the project after it is approved by VTCT Skills at Gateway.

Types of projects

Examples of types of projects that could be used for the written project report are:

- Introduction of a new process, service, or product to the operational area
- Identification and implementation of a change plan to improve efficiency or direct saving (e.g. percentage decrease in direct costs, reduction in headcount)
- Implementation of a performance improvement plan for the operational area that required significant collaboration with wider stakeholders
- Evaluation of an internal communications project that involved communicating change to different stakeholders

It is recommended that the project is focused on either a process review or a specific issue. To ensure you meet the Pass criteria, you should make sure that your project will require you, at a minimum, to:

- identify a supply chain process or issue
- analyse data about the process or issue
- lead and participate in problem solving activities
- use the outcomes of data analysis and problem-solving activities to make informed decisions or solutions for the process or issue
- create a proposed solution for the process or issue

Consider that your project should be conducted as part of your normal work activities during the end-point assessment period. Your employer will agree and approve the scope of the workplace project based on your current job role; this must be done to ensure that sufficient time is available for you to complete the project.

Component 1: Project report

Delivery of the project report

- You must start your project report after Gateway confirmation and approval of the title and scope by VTCT Skills.
- Your report must include as a minimum:

  - an executive summary
  - an introduction
  - the scope and business need of the project (including key performance indicators, aims and objectives)
  - project plan
  - research outcomes
  - data analysis outcomes
  - project outcomes
  - discussion of findings
  - recommendations and conclusions
  - references
  - appendix containing mapping of KSBs to the report, using a VTCT Skills Supply Chain Practitioner Project Mapping document

- Your written project report must have a word count of **3000 words**. A tolerance of 10% above or below is allowed at your discretion. Appendices, references and diagrams are not included in this total.
- You must include a VTCT Skills Supply Chain Practitioner Project Mapping document in your appendix, showing how your report evidences the KSBs mapped to this assessment method.

How long will the project report take?

You must complete and submit your project report and any presentation materials to VTCT Skills by the end of week 10 of the EPA period.

Component 2: Presentation with questions

Delivery of the presentation with questions

You must prepare and deliver a presentation to a VTCT Skills Independent Assessor. After the presentation, the Independent Assessor will ask you questions about your project, report and presentation.

Your presentation should cover:

- an overview of the project
- the project scope (including key performance indicators)
- summary of actions undertaken by the apprentice
- project outcomes and how these were achieved

During the presentation, you may have access to the following:
- audio-visual presentation equipment
- a flip chart and writing and drawing materials
- a computer

Please note: the Project and Presentation may be recorded.

How long will the Presentation with questions take?

The presentation with questions will last for **45 minutes**.

This will typically include **a presentation of 15 minutes** and **questioning lasting 30 minutes**.

The Independent Assessor will use the full time available for questioning. They will ask you a minimum of **6 questions** to assess any KSBs that have not been demonstrated by the report and to assess the level of competence against the grading descriptors.

The Independent Assessor can increase the time of the presentation and questioning by up to 10%. This time is to allow you to complete your last point or respond to a question if necessary.

Where will the project and presentation take place?

The project and presentation will typically take place in your employer's or training provider's premises.

It will be conducted either face to face or remotely by video conferencing.

Preparation for the project and presentation

During the project and presentation, you must demonstrate proficiency against the KSBs and grading descriptors outlined in the End-point Assessment Plan.

To prepare for the project with presentation it is essential that the grade descriptors on pages 7-8 of this guide are considered. The grade descriptors include areas that must be covered throughout the workplace project.

How is the project and presentation graded?

The VTCT Skills Independent Assessor will use the grading criteria to assess your workplace project and presentation. The Independent Assessor will make all grading decisions.

To achieve a pass, you must demonstrate all of the pass descriptors.

To achieve a distinction, you must demonstrate all of the pass descriptors and all of the distinction descriptors.

Project and presentation grading criteria

Pass criteria

You will achieve a pass grade if you provide evidence to meet all of the grading descriptors below:

Knowledge, Skills and Behaviours requirements	Grading descriptors
Data Analysis K2, K6, K16, S10, S12	Analyses supply chain data, derived from data management systems, tools and key performance indicators, to identify trends or themes that affect the fast-moving consumer goods supply chain. (K2, K6, S10)
	Applies the principles of root cause analysis and problem-solving techniques to lead on and carry out problem solving activities in line with task requirements. (K16, S12)
Continuous Improvement K7, K10, S5, S6	Uses continuous improvement principles and techniques to improve performance in the supply chain. (K7, S5)
	Uses the outcomes of problem-solving activities to improve performance in the supply chain. (K10, S6)
Communication and Collaboration K19, K20, K27, K28, S8, S15, S16, S23, B4, B5	Communicates data and information in a written context, suitable to the audience. (K20, S16)
	Uses verbal communication techniques suitable for the context, adapting style and use of terminology to suit the audience. (K19, S15)
	Applies team working principles, collaborating within teams and with stakeholders, to ensure project objectives are achieved. (S8, K27, B5)
	Responds and adapts to work demands and situations when planning and completing tasks and organising others in the team. (K28, B4)
	Identifies, organises and uses resources to plan and with consideration for cost, quality. (S23)
Digital K29, S4	Uses IT and digital systems, complying with data protection and cyber security regulations and policies, to achieve project and organisational aims and meet client or customer needs. (K29, S4)

Project and presentation

Distinction criteria

You will achieve a distinction grade for the project and presentation if you provide evidence to meet all the pass descriptors and also all of the additional distinction descriptors below:

Knowledge, Skills and Behaviours requirements	Grading descriptors
Data Analysis K2, K6, K16, S10, S12	Reflects and amends their approach during the analysis process, based on trends and themes they have identified to refine approach and ensure outcomes best support and inform the project scope. (K2, K6, K16, S10, S12)
Continuous Improvement K7, S5	Justifies their solutions to problems and the positive impact they make to the business. (K7, S5)
Communication and Collaboration K28, B4	Justifies how they have balanced cost and quality in the planning, prioritising and completion of project tasks. (K28, B4)
Digital K29, S4	Outlines the benefits to the business of ensuring GDPR and cyber security regulations and policies are followed. (K29, S4)

Please follow the guide outlined below to support your preparation

What can I do to prepare for my End-point Assessment?	Completed Yes/No
1. Access and familiarise yourself with the Mock Assessment Form for the project and presentation.	
2. Refer to the Knowledge, Skills and Behaviours that may be assessed during the project and presentation. These are outlined in the table below.	
3. Collaborate with others to seek constructive feedback on your performance.	
4. Practice questions and answers with peers/assessors in preparation for your project and presentation using the sample questions provided.	
5. Incorporate any feedback from your peers/assessor to enhance your approach and to address any identified areas for improvement in readiness for your project and presentation.	
6. Practice effective time management during the project and presentation. Allocate appropriate time to ensure completion within the given timeframe.	
7. Approach the project and presentation with confidence. Remember that it is an opportunity to showcase your knowledge and skills.	
8. Stay calm under pressure and communicate effectively throughout the project and presentation.	
9. Remember to bring your identification with you on the day of your End-point Assessment. This can be one of the following: • Driving licence • Employee ID • Passport	

Planning and Preparing for your Project and presentation:

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to consider?
Knowledge		
K2	Supply chain key performance indicators; inventory, forecast accuracy, plan attainment, customer service, vehicle utilisation, on shelf availability, waste, quality and value	
K6	Data management systems and tools for the supply chain	
K7	The principles of continuous improvement	
K10	Problem-solving techniques and the principles of root cause analysis: 5 whys and fishbone analysis	
K16	The use of data to inform decision making	
K19	Verbal communication techniques. Giving and receiving information. Matching style to audience. Industry terminology	
K20	Written communication techniques. Plain English principles, Supply Chain terminology. Report writing	
K27	Team working principles: personality types, roles within teams, organisational hierarchies	
K28	Planning and prioritising techniques	
K29	Information technology and digital: digital interfaces, email, Management Information Systems (MIS), spreadsheets, presentation, word processing, virtual communication, learning platforms, work collaboration platforms. General Data Protection Regulation (GDPR). Cyber security	

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to consider?
Skills		
S4	Use IT systems for the supply chain; Company and customer systems. Applies cyber security and GDPR regulations and policies	
S5	Use continuous improvement techniques in the fast-moving consumer goods supply chain	
S6	Lead and participate in problem solving activities: 5 whys, fishbone analysis	
S8	Apply team working principles	
S10	Analyse data against supply chain key performance indicators to identify trends and themes that affect the fast-moving consumer goods supply chain	
S12	Use data analysis outcomes to inform decision making in the supply chain function	
S15	Communicate with others verbally for example, colleagues and stakeholders	
S16	Communicate in writing with others for example, internal and external customers, colleagues, and managers	
S23	Identify, organise and use resources, including team members, to plan and complete tasks, with consideration for cost and quality	

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to consider?
Behaviours		
B4	Respond and adapt to work demands and situations	
B5	Collaborate within teams, across disciplines and with internal and external stakeholders	

Following your End-point Assessment:

What happens following my End-point Assessment?	You will receive the results from your End-point Assessment within 10 working days.
What happens if I do not achieve my End-point Assessment?	If you do not achieve a pass result within this assessment method, you will be able to re-sit this assessment.

Document History

Version	Issue Date	Changes
1	10/12/2024	First published