

As a result of operating a number of EPAs in Hospitality Team member please see the update below around preparation for the initial meeting, specifically linked to the addition of a Business Operation Brief.

The requirement for apprentices to produce a Business Operations brief has been added to the documentation. Apprentices are required to produce and submit this at the same time as their business project proposal, ahead of the initial meeting with the IEPA.

Please read the additional task instructions to the A apprentice (highlighted in bold italics) that have been added to the next version of the EPA packs. These changes will also be reflected in the Task instructions for centres/employers and the End-Point Assessment Timeline.

In addition a section has been added to the business case proposal recording form, to incorporate the brief document. Any apprentice that is starting end-point assessment will be expected to use the updated form.

The gateway form has also been updated to reflect this change.

Task instructions for the apprentices

Task 1 planning project

You must identify a business project that will focus on opportunities to make improvements to the business that you work in. You should agree the context of the project with your line manager and the parameters within which you will work. Before commencing work on your project, you must produce a written or typed 200-300 word project proposal. Your business proposal has to be approved by a City & Guilds independent end-point assessor and will be the basis for your business project. This proposal is not formally assessed although it is essential in progressing the work on your business project.

In addition to the business project proposal, you must also produce a one A4 page brief document that outlines your employers business operations and how it fits into the wider hospitality industry. The brief should cover the following

- ***The relationship between your job role, the organisation and the industry***
- ***The business culture and how the business operates, including the organisation or brand standards.***

The purpose of this brief is to demonstrate both your wider industry knowledge to the IEPA and to outline more information.

The brief should be submitted with the business project proposal.

Work should not start on the project until after the initial meeting with the IEPA.