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| **Student Name**  **Student University Number** |  |
| **Business Case Study Title**  Business Case Study (insert number): Add title  (Example Business Case Study 1: Jira Project Oct 20-Jan 21) |  |
| This document outlines your Business Case study, it provides your justification for the inclusion of the chosen case study and is your description and reflection of what was planned, conducted and the outcome.  **You also need to attach/embed evidence from your workplace to validate/support the Business Case Study, for example, work products, annotated screen shots, video, photographs, witness testimony, emails, reports, work logs, presentations, CPD certificates/records.**  Read this guidance carefully it is here to help guide your approach to compiling this Business Case Study. Target wordage 700-800 words.   |  |  | | --- | --- | | **Does your Business Case Study reflect your best work and meet the V.A.C.S.C criteria?** | | | **V**alid | **Evidence should be relevant to the standard** | | **A**uthentic | **You have carried out the work** | | **C**urrent | **The work has been carried out within the period of the apprenticeship** | | **S**ufficient | **The evidence is sufficient to show competency** | | **C**onsistent | **The evidence should show a consistent standard over all the evidence** |   **You may wish to compile and attach a glossary explaining any abbreviations are that appear in this document or the evidence you have attached.**  **You may find it useful to supply a timeline/chronology if this helps to outline the business case study.**   |  |  | | --- | --- | | **Be a S.T.A.R.R** | | | **S**ituation | What was the piece of work/task asked for? How were you allocated the work? (“I” not “we”) | | **T**ask | What had you planned to do? Any assumptions made. | | **A**ction | Outline and describe your role and actions. | | **R**esult | What was the outcome/ how might there be future developments for the business?  How do you know? What feedback did you have? Consider positives/negatives and what you learned as a result. | | **R**eflection | What you would do differently/ the same again and why. | | |
| **Section 1: Outline the Business Case Study and reflect.**   * What makes this business case study suitable for you to showcase in your portfolio? * Provide a summary outlining what the Business case study was and your role. Outline the context. * How successful was your work? * What was the outcome of your input, think short and longer term  1. to the business, 2. the team, 3. and your self-development?  * Could you have done anything differently and how did you/ could you take that learning forward in the future?   **What learning from your modules did and could you apply? Outline the relevance of this and impact?**   * Summarise and highlight what was learned on-programme and how this learning was applied. List which module(s) and include detail about the specific content that was useful (specific learning and reflection theories/models). How did the learning aide you, (consider the context and knowledge you gained from the module and how used at work) How did you use and share your learning from your modules what difference did this make? | |
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| **Section 2: Context and Description of Main Piece of Evidence to support this Business Case Study.**   * Select and identify which you consider to be the **main piece of evidence that you have attached to support this Business Case Study.**   Your EPA Assessor needs to know what the evidence is that they are looking at, and why.  They also need to know the title/name of this evidence.  What your role was in this task/activity/case study? | |
| Title of the main piece of evidence:  (For example, Business Case Study 1: Evidence 1 Witness testimony (insert name)  Justification for inclusion: | |
| **Section 3: Context and Description of Additional/ supplementary evidence to support this Business Case Study**   * Your EPA Assessor needs to know what the evidence is that they are looking at, and why. They also need to know the title/name of this evidence.   What your role was in this task/activity/case study?  Complete/add a new row for each piece of evidence | |
| |  | | --- | | Title of this additional evidence:  (For example, Business Case Study 1: Evidence 2: Project timeline Oct20-Jan21 signposting my role)  Justification for inclusion: | | Title of this additional evidence:  (For example, Business Case Study 1: Evidence 3: Presentation to Customer October 2020)  Justification for inclusion: | | Title of this additional evidence:  (For example, Business Case Study 1: Evidence 4: Feedback from customer/line manager and peers)  Justification for inclusion: | | |
| **Section 4: Which KSBs have you met in this Business Case Study?** | |
| |  |  | | --- | --- | | Cut and paste each individual knowledge, skills, and behaviours (KSB) grading descriptor into a row below.  Add a new row for each K, S or B criteria. | Where is the evidence located?  Document name/page number/time stamp. | | For example  CB.2  Makes concise, engaging, and well-structured verbal presentations, arguments, and explanations. | For example  Business Case Study 1: Evidence 3: Presentation to Customer October 2020  Slides 1-8 | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | | |
| **Section 5: Signatures** | |
| Apprentice  I agree that the evidence submitted is my own and meets the competence requirements   |  |  |  |  | | --- | --- | --- | --- | | Apprentice name |  | Date |  | | Apprentice signature |  |  |  |   We can confirm that the evidence submitted and experience obtained is authentic and meets the competence(s) requirements   |  |  |  |  | | --- | --- | --- | --- | | Employer name and job title |  | Date |  | | Employer provider signature |  |  |  | | |