

Feasibility Study Criteria and Template

Purpose

This module is designed as a follow-on from the BA Insurance Practice capstone project. The purpose of the module is to allow apprentices to consider their conclusions and recommendations from the capstone project in the context of implementation in their workplace or industry, in consultation with relevant personnel. The module is an integral part of the capstone project and provides apprentices with an opportunity for applied learning, which is directly relevant to their workplace or industry.

Before completing the feasibility study the apprentice must:

1. Present the findings and recommendations of the capstone project in the workplace or industry forum.
2. Conduct an interview with a relevant workplace manager or industry representative using the interview protocol provided.

On completing the presentation and interview, the apprentice will use their findings to inform the implications and conclusions for their project and feasibility study. They will prepare a feasibility study using this template to identify resources required for implementation, benefits to the organisation/industry, challenges for implementation, timeframe and any impediments.

How to use this template

Complete the following template document to prepare a feasibility study of your project. Using the feedback from your presentation and interview as evidence based research, evaluate the feasibility of your project using the following criteria:

1. **Potential Benefit to Organisation/Industry** - e.g. Customer Service, increased efficiencies, time saving, cost saving, improved work practices
2. **Possible Challenges for Implementation** - e.g. Financial, Organisation culture, staff knowledge and skills
3. **Requirements for Implementation** - Changes in work practices, investment, staff training/education
4. **Timeframe for Implementation** - Consider short term, long term timeframes in the context of benefits, challenges and requirements

Reporting Requirements

Word Count: 1200 words

Employer/Industry Representative sign off form– the apprentice must request their employer/industry representative to complete the form confirming that the presentation and interview took place and include as an appendix to their feasibility study. This should be uploaded to Moodle.

Template

<insert company logo>

TITLE Page

Feasibility Study (Project name)

Apprentice Name

Employer Name

Table of Contents

Page

1. General Information

1.1. Overview

1.2. Assumptions & Constraints

2. Evaluation & Recommendations

2.1 Potential Benefit to Organisation/Industry

2.2 Possible Challenges for Implementation

2.3 Requirements for Implementation

2.4 Timeframe for Implementation

3. Conclusions

4. Appendix 1 – Completed Employer/Industry Representative sign off form

1. General Information

1.1 Overview

Provide a brief overview of your project and findings from your presentation in your workplace/industry forum and interview with your employer/industry representative

1.2 Assumptions & Constraints

Identify any assumptions and constraints. A few examples might include:

- *Availability of information and resources*
- *Financial constraints*
- *Environmental constraints*

2. Evaluation & Recommendations

This section should summarise the findings of your feasibility study, evaluate the feasibility of your project using evidence-based findings from the feedback received from your presentation and interview. Explain why the recommendations may or may not be feasible under the following headings:

2.1 Potential Benefit to Organisation/Industry

E.g. Customer Service, increased efficiencies, time saving, cost saving, improved work practices

2.2 Possible Challenges for Implementation

E.g. Financial, Organisation culture, staff knowledge and skills

2.3 Requirements for Implementation

- Changes in work practices, investment, staff training/education

2.4 Timeframe for Implementation

- Consider short term, long-term timeframes in the context of benefits, challenges and requirements

3. Conclusions

Include a short summary of your findings upon completing the feasibility study

4. Appendix 1 – Completed Employer/Industry Representative sign off form

APPENDIX 1

Completed Employer/Industry Representative sign off form

Confirmation of Completion of Workplace Learning Outcomes

Module description:

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Employer/Industry Representative Sign off:

Please complete the following information:

Apprentice Name:	
Employer Name:	
Capstone Project Title:	
Name of Employer Supervisor:	
Name of Industry Representative (if applicable):	

Presentation of findings & recommendations of Capstone Project in the workplace or Industry Forum:

Please provide the following information and sign as required:

Date of Presentation:	
Attendee(s) present:	

Employer/Industry Representative sign off:

I confirm that the above apprentice presented the findings and recommendations of their capstone project on the date listed above:

Employer/Industry Representative Name (PRINT):	
Employer/Industry Representative Signature:	
Employer/Industry Representative comments:	
Apprentice Signature:	
Date:	

Conduct an interview with relevant workplace manager or industry representative:

Please provide the following information and sign as required:

Date of interview:	
Attendee(s) present:	

Employer/Industry Representative sign off:

I confirm that the above apprentice conducted an interview following their presentation on the date listed above:

Employer/Industry Representative Name (PRINT):	
Employer/Industry Representative Signature:	
Employer/Industry Representative comments:	
Apprentice Signature:	
Date:	