

Think about
Business project,
Presentation with Q&A
Level 3 Retail Team Leader V1.1



On the day of assessment, you will carry out:



A 30-minute presentation with Q&A



Remote or face-to-face



Under exam conditions



With your end-point assessor and your line manager (optional)



Key point

You will already have submitted your business project.



Do

- Review the criteria associated with the business project and presentation - this can be found in the EPA-kit
- Ensure a quiet room is available and that there are no interruptions
- Take advantage of the time allocated for the presentation, allowing time for the Q&A at the end
- Refer to the relevant problems, key recommendations and expected improvements detailed in your business project
- Have copies of your notes available, remember these should be brief and not paragraphs of information
- Be prepared to answer questions relating to your business project



Don't

- Forget to plan
- Forget to tell your colleagues that you are being assessed
- Forget to bring your ID



Next steps

- Results can take up to 7 days to be confirmed
- Your manager will inform you of your results



Resits

- If you do not achieve a pass result on the business project and presentation you can resit the assessment.



Notes

