



Think about
Professional interview underpinned
by a work record portfolio
Level 2 Hire Controller AP01

On the day of assessment, you will carry out:



A 90-minute professional interview



Face-to-face or remote



Under exam conditions



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



Key point

You will have already submitted your work record portfolio to your end-point assessor. This will be reviewed but not directly assessed.



Do

- Review the criteria associated with the professional interview - this can be found in the EPA-kit
- Ensure a quiet room is available and that there are no interruptions
- Review relevant legislation, regulations and your organisation's policies and procedures
- Have resources available, remember these should be your own work and will be used to support the discussion
- Provide clear and concise answers to the questions that you are asked



Don't

- Forget to plan
- Forget to bring your ID
- Forget to reflect on your on-programme experiences and learning



Next steps

- Results can take up to 12 working days to be confirmed
- Your manager/training provider will inform you of the results



Resits

If you do not achieve a pass result on the professional interview you can resit the assessment.



Use the table below to plan and prepare for the professional interview

Standard area	Key points to remember
Industry	
Health, safety and environmental	
Hire processes	

**Stock
management
processes**

Finance

Customer service

Communication

**Technical hire
consultation and
transaction**

Behaviours

