

Think about  
Professional discussion underpinned  
by portfolio of evidence  
Level 3 Team Leader Supervisor  
AP03



On the day of assessment, you will carry out:



A 60-minute professional discussion



Remote or face-to-face



Under exam conditions



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



### Key point

You will have already submitted your portfolio of evidence, however it will not be formally assessed.



## Do

- Review the criteria associated with the professional discussion - this can be found in the EPA-kit
- Review relevant legislation, regulations and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Reflect on the work you have undertaken during your apprenticeship and use the best examples to meet the required criteria
- Be prepared to answer competency-based questions using the **STAR** method, **situation, task, action** and **result**



## Don't

- Forget to plan
- Forget to tell your colleagues that you are being assessed
- Forget to use your portfolio to support your responses



## Next steps

- Results can take up to 12 days to be confirmed
- Your manager will inform you of your results



## Resits

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



## Use the table below to plan and prepare for the professional discussion

Standard area	Key points to remember
Building a high-performance team	

**Project  
management**

**Organisational  
governance**

**Managing self**