On the day of this assessment you will carry out:

A 60-minute professional discussion underpinned by a portfolio of evidence

Remote or face-to-face

In a quiet room, free from distractions or influence

With an end-point assessor

Key point

You will have already submitted your portfolio of evidence, which is not formally assessed, but can be used to illustrate your answers.

Highfield

Do

- Review the criteria associated with the professional discussion underpinned by a portfolio of evidence - this can be found in the EPA Kit and in the table at the end of this document
- Review relevant legislations, regulations and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Be prepared to answer at least 8 questions and any follow-up questions that your assessor may ask

Don't

- Forget to bring your ID
- Forget to plan
- Forget to bring your portfolio to refer to during the professional discussion

Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results

Resits

- If you do not achieve a pass result on the professional discussion underpinned by a portfolio of evidence, you can resit the assessment

Use the table below to plan and prepare for the professional discussion underpinned by a portfolio of evidence

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
Data analysis and validation	
(P) Demonstrate testing and assessing the integrity of data against standard formats while explaining common data quality issues that can arise, methods for validating data to mitigate these issues, and corrective actions that can be taken (K17, K18, S12)	
Distribution and dissemination	
(P) Demonstrate management and presentation tools to visualise data, collaborate using communication technologies to share findings, and apply appropriate methods to help audiences understand data insights and their implications, tailoring communication to meet audience needs (K9, K10, K11, S8)	
(P) Identify roles within an organisation that require access to data or an understanding of data findings, and determine how these roles influence the level of detail needed in data communications and be able to produce clear and consistent documentation of the data shared and actions taken, using standard organisational templates where applicable or required (K12, S9)	

(P) Outline the value of data to an organisation (K21)	
(P) Explain how you store, manage, and distribute data in compliance with legal and regulatory requirements, ensuring adherence to organisational, national and sector standards, and applicable legislation (K19, S10)	
(P) Understand the significance of cultural awareness, diversity and accessibility with respect to data sets and any bias that may be present in them (K22)	
(D) Show a deep understanding of the various roles within an organisation that require access to data or an understanding of data findings, and expertly determine how these roles impact the level of detail required in data communications, while consistently producing clear, comprehensive, and well-documented reports on the data shared and actions taken, adhering to standard organizational templates where applicable or required (K12, S9)	

(D) Evaluate advanced strategies for storing, managing, and distributing data in strict adherence to evolving data security standards, sustainable best practices, and comprehensive legislation, while proactively addressing emerging compliance challenges (K19, S10)	

Approaches to work

(P) Demonstrate how you prioritise activities based on the duties to be performed, considering any known or expected impact on others. Work independently to meet deadlines and manage stakeholder expectation. Explain how you prioritise activities taking account of others when working towards a common goal or on the same data sets (S13, S14, B1, B2)	
(P) Explain how you follow policies and procedures related to environmental impact and sustainability, adhere to equity, diversity, and inclusion policies for a common goal, consider ways to reduce impact, support social inclusion in the workplace, and take responsibility for acting sustainably in your role (K24, K25, S11, S15, B3, B4)	

Data gathering

(P) Identify types of data and common sources of data (K1, K2)	

(P) Identify types of data storage formats and their importance for analysis (K3)	
(P) Explain the importance of anonymising data and how to do so (K7, K8)	
(P) Explain the relationships between data, machine learning, AI, and Generative AI, and how ethical data use in AI and automated systems impacts organisations, including the potential consequences of unethical data use (K20, K23)	

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