

Think about
Presentation and Q&A
Level 3 Team Leader Supervisor
AP03



On the day of assessment, you will carry out:

 A 20-minute presentation and 30-minute 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 been given a topic on which to base your presentation and will have submitted it to the end-point assessor.



Do

- Review the criteria associated with the presentation and Q&A - this can be found in the EPA-kit
- Ensure a quiet room is available and that there are no interruptions
- Take full advantage of the 20 minutes allocated for the presentation
- Reflect on the work you have undertaken during your apprenticeship and use the best examples to meet the required criteria
- Give clear, in-depth answers to the questions asked



Don't

- Forget to plan
- Forget to check that any equipment required is available and working
- Forget to refer to your presentation and presentation aides when answering questions
- Exceed the 20 minutes allocated for your presentation



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 presentation and Q&A you can resit the assessment



Use the table below to plan and prepare for the presentation and Q&A

Standard area	Key points to remember
Team building and development	

Communication

**Organisational
culture and
strategy**

Problem solving

Data analysis

