

**Think about
Professional discussion
underpinned by log
Level 3 ST0193 Improvement
Technician v1.2**



On the day of this assessment you will carry out:



A 40- minute presentation and a 35-minute questioning session



Face-to-face or remote



At a suitable location free from distractions



With an end-point assessor and an employer representative who must be present. The employer representative must not amplify or clarify points made by the apprentice. Quality assurance staff (internal or external) may also be present



Key point

You will have already submitted your project portfolio and report.



Do

- Review the criteria associated with the professional discussion underpinned by log - this can be found in the EPA Kit and in the table at the end of this document
- Bring a copy of your log to refer to during the assessment as your assessment cannot take place without it
- Be prepared to answer open questions that relate to your log
- Reflect on how you have achieved the required criteria when answering the open questions



Don't

- Forget to bring your ID
- Forget to plan
- Forget to review the evidence you have provided in your log
- Forget to relax and enjoy your assessment



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 log then you can resit the assessment



Use the table below to plan and prepare for the project report, presentation and questioning.

(P) indicates pass criteria

(M) indicates merit criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
(P) Demonstrate clear commitment for identifying opportunities and delivering improvements, pay attention to detail (B1)	
(P) Evidence how you helped when working in a diverse team, considered impact of your actions on others and motivated peers (B2)	

(P) Act in a moral, legal and socially appropriate manner that aligns to the organisations values and are trusted to work alone where appropriate (B3)

(P) Explain how you acted on feedback, reflected on own performance and showed a desire for learning (B4)

(P) Ensure the safety of yourself and others and challenge safety concerns (B5)

(P) Clearly explain your role in the team (K2)

(P) Clearly explain the different sources used to develop knowledge (K3)

(P) Clearly explain how you shared progress throughout the project (S2)

(P) Clearly explain your approach to Project Management including identification and approach to risks (S3)

(P) Clearly explain how you engaged others through Change Management (S4)

(P) Clearly explain how best practice can be shared with others (S17)

(M) Identify other opportunities for improvement in your area (B1)

(M) Use your own knowledge and skills to support colleagues in their application of improvement tools (B4)

(M) Take the opportunity to co-deliver training to upskill colleagues (B1)

(D) Critically evaluate your improvement journey and identify recommendations for improvement/change (e.g. "If I were to do this again I would...") (B4)

(D) Identify other opportunities for improvement (B1)

