

# Highfield Level 3 End-Point Assessment for ST0384 Team Leader

## Mock Assessment Materials

### Presentation with questions

| Data collection and benchmarking |                                                                                                                                                                                                                        |              |                  |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| Ref                              | Assessment Criteria (Pass)                                                                                                                                                                                             | Criteria Met | Criteria Not Met |
| DC1                              | Outlines the processes and policies supporting the delivery (of the chosen topic) and the regulation, legislation and compliance which impacts their role and the organisation (K3, K5)                                |              |                  |
| DC2                              | Explains how (the chosen topic) considers external factors affecting the workplace, how they are managed, and the influence of the wider social and economic environment in which the organisation operates (K15, K21) |              |                  |
| DC3                              | Collates and interprets data and information to create reports tailored to the needs of different audiences (K20, S3)                                                                                                  |              |                  |
| Ref                              | Assessment Criteria (Distinction)                                                                                                                                                                                      | Criteria Met | Criteria Not Met |
| DC4                              | <i>Evaluates the impact of external factors and the influence of the wider social and economic environment in which the organisation operates (on the chosen topic) (K15, K21)</i>                                     |              |                  |
| DC5                              | <i>Evaluates how well the reports they created met the needs of different audiences (K20, S3)</i>                                                                                                                      |              |                  |

| Problem analysis and conclusions |                                                                                                                                                                                           |              |                  |
|----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| Ref                              | Assessment Criteria (Pass)                                                                                                                                                                | Criteria Met | Criteria Not Met |
| PA1                              | Explains how their role impacts on the organisation's strategy and objectives and the impact that cross team working has on delivering them (K6, K19)                                     |              |                  |
| PA2                              | Applies communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process (K9, K12, S5)                             |              |                  |
| Ref                              | Assessment Criteria (Distinction)                                                                                                                                                         | Criteria Met | Criteria Not Met |
| PA3                              | <i>Justifies their selection of communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process (K9, K12, S5)</i> |              |                  |

| People and relationships |                                                                                                                                                                                                                       |              |                  |
|--------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| Ref                      | Assessment Criteria (Pass)                                                                                                                                                                                            | Criteria Met | Criteria Not Met |
| PR1                      | Explains how they manage and maintain relationships with a diverse workforce and stakeholders, set objectives, monitor progress and provide guidance and feedback for individual and team performances (K11, S9, S15) |              |                  |
| PR2                      | Explains how they proactively support the delivery of equity, diversity and inclusion in the workplace and monitor the impact on their team (S17, B2)                                                                 |              |                  |
| Ref                      | Assessment Criteria (Distinction)                                                                                                                                                                                     | Criteria Met | Criteria Not Met |
| PR3                      | <i>Evaluates the impact in the workplace of promoting an inclusive culture (S17, B2)</i>                                                                                                                              |              |                  |

| Future plans and opportunities |                                                                                                                                                                                                         |              |                  |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|------------------|
| Ref                            | Assessment Criteria (Pass)                                                                                                                                                                              | Criteria Met | Criteria Not Met |
| FP1                            | Describes the impact of internal and external factors on their role, identifying how they will work flexibly to adapt to future changes in the sector that may affect their organisation (K16, S18, B5) |              |                  |