

Think about
Interview with a portfolio
of evidence
Level 2 Supply Chain Warehouse
Operative V1.1



On the day of assessment, you will carry out:



A 60-minute interview



Remote or face-to-face



In your workplace



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.



Do

- Review the criteria associated with the interview - this can be found in the EPA-kit and in the table at the end of this document
- Review relevant legislation, regulations, codes of conduct and you 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 interview



Next steps

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



Resits

- If you do not achieve a pass result on the interview you can resit the assessment



Use the table below to plan and prepare for the interview

(P) indicates pass criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
Work organisation	
(P) Describes how they have received, stored, picked, dispatched, decanted and packed products, in line with organisational procedures	
(P) Describes the operational activities they undertake to return products	

Communication

(P) Describes how they communicate with others using written techniques, in a way that is suitable for the context and supports task completion

Information technology and digital

(P) Describes how they have used information technology and digital systems to support their work and meet organisational objectives, whilst complying with GDPR and cyber security regulations

(D) Outlines the benefits to the business of ensuring GDPR and cyber security regulations and policies are followed

Environment and sustainability

(P) Describes how they have selected, prepared and used packaging materials in order to reduce waste and mitigate potential environmental impact

(D) Explains how they have balanced operational requirements with environmental impact when selecting, preparing and using packaging materials

Stock control

(P) Describes how they have supported scheduled and unscheduled stock taking activities, in line with resource management processes and operational requirements, in order to ensure quality control requirements are met

(P) Describes how they have identified a problem and applied company reporting and escalation procedures within the limits of their own role and responsibilities

(D) Considers the impact on scheduled and unscheduled stock taking activities when the principles of quality control and stock rotation are not applied

(D) Considers the operational impact of not reporting problems

Equality and diversity

(P) Describes how they follow and support equity, diversity and inclusion in their work in line with rules

(D) Explains the benefits of supporting a diverse and inclusive culture for the business

Continuing professional development

(P) Explains how they have sought, carried out and recorded learning and development activities in order to ensure compliance with operational requirements and stay up to date with occupational change

