

Think about
Professional discussion
Level 4 Associate Project
Manager V1.3



On the day of assessment, you will carry out:



A 90-minute (+/-10%) professional discussion supported by a portfolio of evidence



Face-to-face or remote



Suitable assessment environment



With an end-point assessor and a representative from your place of work (optional)



Key point

The professional discussion will assess the 10 pre-selected learning areas from your portfolio not covered by the presentation.



Do

- Review the criteria associated with the professional discussion - this can be found in the EPA-kit
- Bring notes completed in the table below and work products to refer to during the professional discussion, remember these should be brief and not paragraphs of information
- Review relevant legislation, regulations and your organisation's policies and procedures
- Make sure you have a quiet room available
- Inform your colleagues about the assessment and remind them that you can't be disturbed or interrupted
- Give examples of where you have met or exceeded the assessment criteria in relation to your job role



Don't

- Forget to plan
- Forget to reflect on your behaviours
- Forget to relax and enjoy your assessment



Next steps

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



Resits

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



Use the table below to plan and prepare for the professional discussion

Portfolio Learning area	Key points to remember

