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.



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	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
B	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



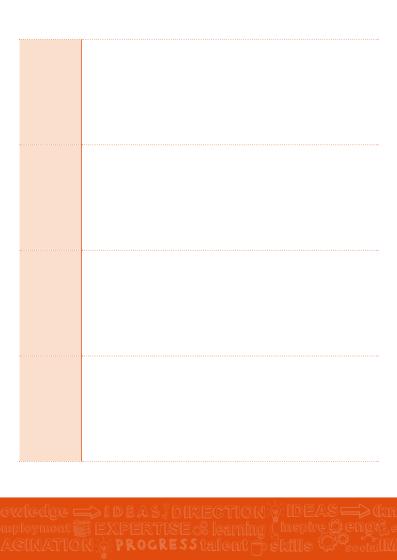
Resits

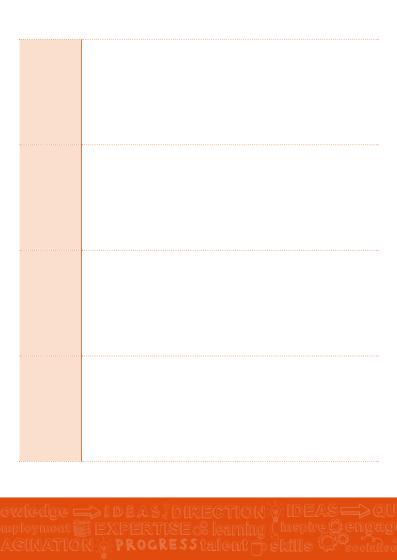
• If you do not achieve a pass result on the professional discussion you can resit the assessment



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

Portfolio Learning area	Key points to remember





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