

Think about Business project, presentation with Q&A Level 3 ST0326 Retail Team Leader v1.2



On the day of this assessment you will carry out:



A business project with a 30-minute presentation with questions and answers



Face-to-face or remote



In a suitable environment, free from distractions or influence



With an end-point assessor. An employer representative can be present but only to observe and not interact with the assessment



Key point

You will have already submitted your business project.



Do

- ☐ Review the criteria associated with the business project and presentation - this can be found in the EPA-kit
- ☐ Ensure a quiet room is available and that there are no interruptions
- ☐ Take advantage of the time allocated for the presentation, allowing time for the Q&A at the end
- ☐ Refer to the relevant problems, key recommendations and expected improvements detailed in your business project
- ☐ Have copies of your notes available, remember these should be brief and not paragraphs of information
- ☐ Be prepared to answer questions relating to your business project



Don't

- ☐ Forget to plan
- ☐ Forget to tell your colleagues that you are being assessed
- ☐ Forget to bring your ID



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 business project and presentation you can resit the assessment.



Notes



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