

Think about

Professional discussion supported
by a portfolio of evidence

Level 4 Associate Project Manager
v1.3



On the day of this assessment you will carry out:



A professional discussion (supported by portfolio of evidence) lasting for a minimum of at least 1 hour



Remote or face-to-face



In a suitable, controlled environment free from distraction



With an assessment panel of at least 2 members, but must include the independent assessor. Your employer or training provider can be present to provide guidance or clarification to the assessor about any point that you make



Key point

The professional discussion will assess the 10 pre-selected learning areas from your portfolio that are 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, but remember, these should be brief and not paragraphs of information.
- Review relevant legislations, regulations and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Give examples of where you have met or exceeded the assessment criteria in relation to your job role



Don't

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



Next steps

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



Resits

- If you do not achieve a pass result on the professional discussion then 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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