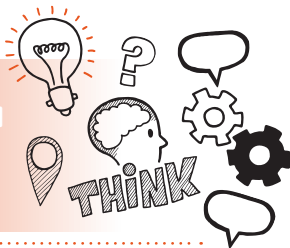


Think about
Professional discussion underpinned
by on-programme log
Level 4 Improvement Practitioner
AP03



On the day of assessment, you will carry out:



A 60-minute professional discussion



Remote or face-to-face



Under exam conditions



With an end-point assessor and a representative
of your employer (required)



Key point

You will have already submitted your on-programme log.



Do

- Review the criteria associated with the professional discussion - this can be found in the EPA-kit
- Bring a copy of your on-programme log to refer to during the assessment, your assessment cannot take place without it
- Be prepared to answer open questions that relate to your on-programme log
- Reflect on how you have achieved the required criteria when answering the open questions



Don't

- Forget to plan
- Forget to review the evidence you have provided in your on-programme log
- Forget to bring your ID



Next steps

- Results can take up to 12 working days to be confirmed
- Your manager/training provider will inform you of the 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 presentation and questioning

Standard area	Key points to remember
Drive for change and encourage others to deliver results across functional areas	
Standardise best practice	

Awareness of your and others' working styles to create a high performing team

Promote a moral, legal and socially appropriate working manner, aligned to the organisation's values

Maintain flexibility to the needs of the project

Critically evaluate your improvement journey and identify recommendations for improvement/change

Proactively seek and act on feedback

Reflect on performance and demonstrate the desire for development

Adapt quickly to working with new situations, stakeholders and challenges

Ensure the safety of you and others and speak out to challenge safety issues

Methods used for making decisions in the project team

How you engaged and influenced others

**Your coaching skills -
observing,
listening, using
questioning,
providing
feedback
and spotting
learning
opportunities**

**Your approach
to project
management**

**Your approach
to change
management**

**Design an
experiment with
clear objectives
to optimise
a process or
improve a
product**

Conduct a measurement system analysis to ensure the integrity of data collected under the experiment

Analyse the results of the experiment data to identify opportunities to optimise processes or improve products

Your use of benchmarking to inform target setting and improvement options

Opportunities for cross-functional improvement

**Support delivery
of business-wide
improvement
projects led by
improvement
experts**

**Opportunities to
prepare and/or
deliver training
to upskill
colleagues**

**Opportunities to
involve others
in building a
continuous
improvement
culture**

