

**Think about**

**Presentation (supported by  
a portfolio of evidence)**

**Level 4 Associate Project  
Manager v1.3**



**On the day of this assessment you will carry out:**



**A presentation 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**

**You will have already submitted your portfolio of evidence and  
presentation and agreed which 5 learning areas out of the 15 from  
your portfolio will be assessed in this component.**



## Do

- Review the criteria associated with the presentation - this can be found in the EPA Kit
- Bring notes completed in the table below and work products to refer to during the presentation, but remember, these should be brief and not paragraphs of information.
- Ensure a quiet room is available and that there are no interruptions
- Reflect on and present examples relating to the development of your portfolio



## Don't

- Forget to bring your ID
- Forget to plan
- Forget to check that any equipment required is available and working
- 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 presentation then you can resit the assessment





Use the table below to plan and prepare for the presentation

| Portfolio learning area | Key points to remember |
|-------------------------|------------------------|
|                         |                        |
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v2.0

