

Think about

Workplace project, presentation and Q&A

Level 3 ST0201 Supply Chain Practitioner  
(Fast-moving consumer goods) IfATE

v1.0/AP01



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



An up to 60-minute presentation and Q&A session (a maximum of 15 minutes allowed for the presentation)



Remote or face-to-face



Under exam conditions



With an end-point assessor



**Key point**

**You will have already submitted your workplace project report.**



## Do

- Review the criteria associated with the workplace project, presentation and Q&A - this can be found in the EPA Kit and in the table at the end of this document
- Review relevant legislations, regulations and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Be prepared to answer questions and any follow-up questions that your assessor may ask
- Bring your workplace project report and other materials to the assessment



## Don't

- Forget to bring your ID
- Forget to plan



## 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 workplace project, presentation and Q&A, you can resit the assessment





## Use the table below to plan and prepare for the workplace project, presentation and Q&A

**(P)** indicates pass criteria

**(D)** indicates distinction criteria

Assessment criteria	Key points to remember
<b>Knowledge</b>	
<b>(P)</b> Understand own key performance indicators within area of responsibility and their impact on upstream and downstream operations (K1)	
<b>(P)</b> Correctly use IT systems in your supply chain to complete tasks (K11)	



<p><b>(D)</b> Understand own key performance indicators within area of responsibility and those of other teams within the supply chain and their impact on upstream and downstream operations (K1)</p>	
<b>Skills</b>	
<p><b>(P)</b> Ensure the flow of FMCG products or services, reacting to factors affecting the operation as they occur (S3)</p>	
<p><b>(P)</b> Meet critical deadlines (S3)</p>	
<p><b>(P)</b> Lead and participate in everyday problem solving activities, using a recognised technique (S4)</p>	



<p><b>(P)</b> Use up to 2 CI techniques to identify one or two potential improvement for the workplace and shows how improvements could be embedded in the workplace (S5)</p>	
<p><b>(P)</b> Identify patterns and trends to make informed decisions using appropriate techniques and drawing logical conclusions (S6)</p>	
<p><b>(P)</b> Develop a project plan with milestones, key project stages and deliverables (S7)</p>	
<p><b>(P)</b> Identify, manage and escalate risks to the business within own area of responsibility, based on project outcomes (S8)</p>	



<b>(P)</b> Ensure product availability (S8)	
<b>(P)</b> Present reasoned conclusions (S9)	
<b>(P)</b> Communicate message, using appropriate methods and FMCG terminology (S9)	
<b>(D)</b> Consider factors that may impact on the efficient running of the FMCG supply chain and has contingency plans in place (S3)	



<b>(D)</b> Exceed deadlines (S3)	
<b>(D)</b> Lead and participate in everyday problem solving activities, using multiple techniques; end to end understanding demonstrated; longer term horizon considered, element of 'future proofing'/forward thinking (S4)	
<b>(D)</b> Use 3 plus CI techniques to identify 3 or more potential outcomes and show how improvements could be embedded in the workplace (S5)	
<b>(D)</b> Making reasoned and sound/logical recommendations based on data analysis for potential business benefits (S6)	



<p><b>(D)</b> Develop a project plan with activities, milestones, roles and responsibilities, key stages and deliverables, risk log. Demonstrate adherence to plan and re-planning based on project findings (S7)</p>	
<p><b>(D)</b> Identify, manage and escalate risks within own area of responsibility and to other areas of the supply chain/business (internal and external), based on project outcomes (S8)</p>	
<p><b>(D)</b> Anticipating and contingency planning for internal and external factors which may impact on product availability (S8)</p>	
<p><b>(D)</b> Present reasoned conclusions and sound/logical recommendations for future implementation (S9)</p>	





<b>(D)</b> Adapt style according to the audience (S9)	
<b>Behaviours</b>	
<b>(P)</b> Demonstrate flexibility to changing working environment and demands (B1)	
<b>(P)</b> Aim to meet objectives, demonstrate good time management (B2)	
<b>(P)</b> Accept responsibility; plan work to meet objectives (B3)	



<p><b>(P)</b> Build good relationships with others, work collaboratively, contribute ideas and challenges appropriately (B4)</p>	
<p><b>(P)</b> Work to identify and ensure root causes of problems are resolved (B5)</p>	
<p><b>(P)</b> Communicate message to different audience, honest and polite (B6)</p>	
<p><b>(D)</b> Constructively questions and challenges to understand the reasons behind the change. Set a positive example for others about change (B1)</p>	



<b>(D)</b> Aim for exceed objectives. Actively reviews performance with a critical eye and look for ways to improve performance (B2)	
<b>(D)</b> Plan to exceed objectives. Effectively prioritises and re-prioritises work to meet objectives (B3)	
<b>(D)</b> Contribute to team based discussions/problem solving (B4)	
<b>(D)</b> Adopt a preventative approach to problem solving (B5)	



<p><b>(D)</b> Review effectiveness of communication to identify ways to improve. Demonstrate effective influencing skills (B6)</p>	
--	--

V1.1

