

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 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 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 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



v2.0

