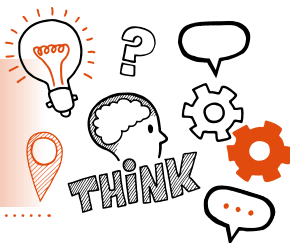


**Think about
Portfolio-based interview
Level 3 Business Administrator
AP02 V1.0**



On the day of assessment, you will carry out:



A 30-45 minutes interview



Remote or face-to-face



suitable assessment environment



With an end-point assessor and your line manager (optional)



Key point

You will have already submitted your portfolio of learning, however it will not be formally assessed.



Do

- Review the criteria associated with the portfolio-based interview – this can be found in the EPA kit
- Ensure a quiet room is available and that there are no interruptions
- Reflect on the evidence you have provided in your portfolio of learning
- Reflect on your performance and how you have demonstrated the knowledge, skills and behaviours of the standard



Don't

- Forget to plan to meet any outstanding criteria not met in the project presentation (this includes areas of the standard that can be covered either in the project presentation or the portfolio-based interview as identified in the EPA kit)
- Forget to tell your colleagues that you are being assessed
- Forget to use your portfolio to support your responses



Next steps

- Results can take up to 7 days to be confirmed
- Your manager will inform you of your results



Resits

- If you do not achieve a pass result on the portfolio-based interview, you can resit the assessment



Make notes in the table below to plan and prepare for the portfolio-based interview

Standard area - mandatory	Key points to remember
The organisation	
Relevant regulation	

Policies

**External
environment
factors**

**Record and
document
production**

Quality

Professionalism

Standard area – project presentation or portfolio-based interview	Key points to remember
Value of your skills	
Stakeholders	
IT	
Interpersonal skills	
Communications	



**Planning and
organisation**

**Personal
qualities**

**Managing
performance**

Adaptability

Responsibility