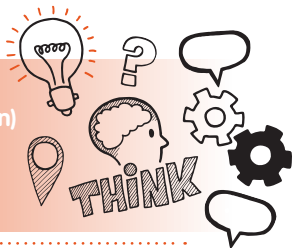


Think about  
Viva (interview and professional discussion)  
based on a work-based portfolio  
Level 4 Regulatory Compliance Officer  
AP02



On the day of assessment, you will carry out:



A 35-minute viva (interview and professional discussion)



Remote or face-to-face



Under exam conditions



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



### Key point

You will have already submitted your portfolio of evidence that includes a work-based project. This is not formally assessed but is used to prepare the questions for your viva.



## Do

- Review the criteria associated with the viva (interview and professional discussion) - this can be found in the EPA-kit
- Review your sector's laws and legislation including organisational policies and procedures
- Ensure you can access your portfolio to refer to during the assessment
- Be prepared to answer open questions that clarify points from the portfolio



## Don't

- Forget to plan
- Forget to reflect on your on-programme personal development and learning
- 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 viva (interview and professional discussion) you can resit the assessment.



## Use the table below to plan and prepare for the professional interview

Standard area	Key points to remember
Laws within your sector	
Risk Assessment	

**Business stakeholders and their compliance needs**

**Understand businesses you work with**

**Plan your activities**

**Choose appropriate interventions**

**Check compliance**

**Respond to non-compliance**

**Evaluate your performance**

**Build strong working relationships**

**Exceed service expectations**

**Leadership and communication**

**Change and improvement**

