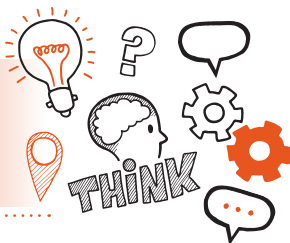


**Think about**  
**Professional discussion**  
**Level 3 ST0326**  
**Retail Team Leader V1.1**



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



**A 1-hour professional discussion**



**Face-to-face or remote**



**In a suitable, controlled environment free from distractions or influence**



**With an end-point assessor and your employer (for example a line manager) who can support you and confirm information**



**Key point**

The professional discussion will focus on how you have performed during the apprenticeship and your achievement of the knowledge, skills and behaviours in the standard.



## Do

- ☐ Review the criteria associated with the professional discussion - this can be found in the EPA-kit
- ☐ Ensure a quiet room is available and that there are no interruptions
- ☐ Review relevant legislation, regulations and your organisation's policies and procedures
- ☐ Have copies of your notes available, remember these should be brief and not paragraphs of information
- ☐ Reflect on the knowledge, skills and behaviours you have developed and how they have supported you in your job role
- ☐ Provide clear and concise answers to the questions that you are asked



## Don't

- ☐ Forget to plan
- ☐ Forget to tell your colleagues that you are being assessed
- ☐ Forget to bring your ID



## 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 professional discussion you can resit the assessment.



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

Standard area	Key points to remember
Stock	
Developing self and others	

**Diversity**

**Customer**

**Leadership**

**Marketing**

**Product and  
service and  
technology**