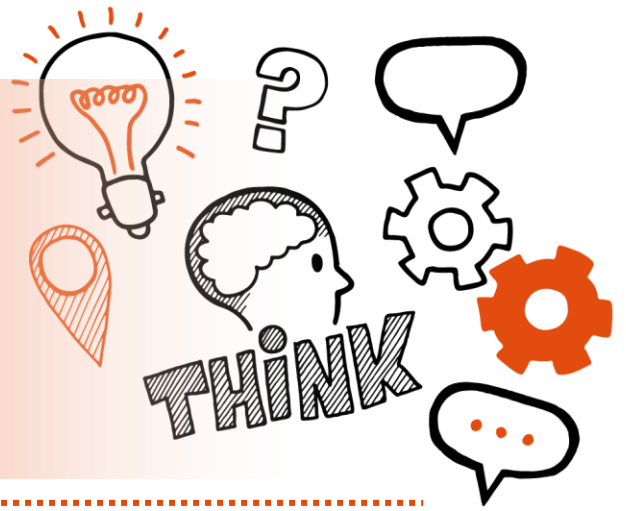


Think about

Professional discussion

Level 3 ST0384 Team

Leader/Supervisor v1.1



On the day of this assessment you will carry out:



A 40-minute professional discussion



Remote or face-to-face



In a suitable, controlled environment free from distractions or influence



With an end-point assessor



Key point

You will need to provide evidence of any additional learning/CPD you have undertaken during your apprenticeship.



Do

- Review the criteria associated with the professional discussion - 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 any questions that your assessor may ask



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 professional discussion, you can resit the assessment



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

Assessment criteria	Key points to remember
CPD activity	
Keep and maintain a CPD log	
Outline the objectives of the CPD activity(s) you have undertaken	



Explain what you undertook as part of this CPD activity	
Reflect on how CPD improves your ability, performance or confidence in your job role	

v2.0 Feb 2025 v1.1

