



Think about
Professional discussion supported
by portfolio of evidence
Level 2 Trade Supplier AP03

On the day of assessment, you will carry out:



A 60-minute professional discussion



Remote or face-to-face



Under exam conditions



With an end-point assessor



Key point

You will have already submitted your portfolio of evidence.
This is not directly assessed.



Do

- Review the criteria associated with the professional discussion – this can be found in the EPA kit
- Review relevant legislation, regulations, external and internal professional codes of conduct and your organisation's policies and procedures
- Make sure you have a quiet room available where you will not be disturbed
- Be prepared to reflect on your on-programme experiences and learning



Don't

- Forget to plan
- Forget to bring your portfolio of evidence to support you in the discussion
- 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 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
The organisation	

**Specialist trade
customer profile
of the business**

**Trade counter
and telesales
services**

**Technologies
that are
appropriate
to the role**

Legislative responsibilities relating to the business, products and/or services being sold

How personal responsibilities and performance contribute to the success of the team and the business

Behaviours

