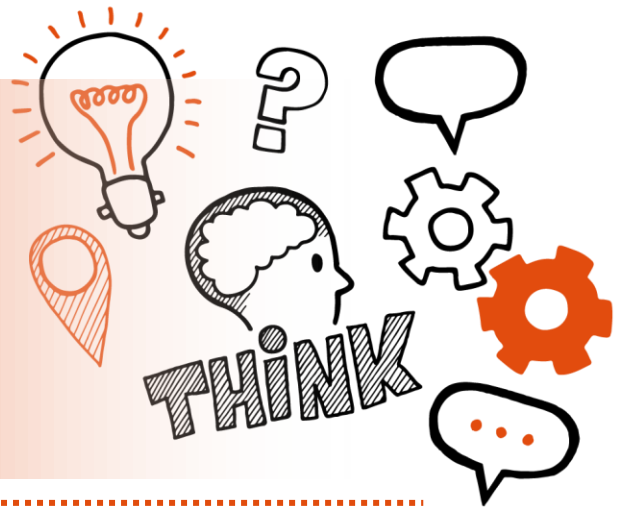


Think about...

Professional discussion  
underpinned by log

Level 4 ST0192 Improvement  
Practitioner v1.1



On the day of this assessment you will carry out:



A 60-minute professional discussion



Remote or face-to-face



In a suitable, controlled environment free from  
distractions or influence



With an end-point assessor and an employer  
representative who must be present. The employer  
representative must not amplify or clarify points made by  
the apprentice. Quality assurance staff (internal or  
external) may also be present



**Key point**

You will have already submitted your on-programme log as part of  
your gateway evidence.



## Do

- Review the criteria associated with the professional discussion underpinned by log - this can be found in the EPA Kit and in the table at the end of this document
- Bring a copy of your log to refer to during the assessment as your assessment cannot take place without it
- Be prepared to answer any questions and follow-up questions that your assessor may ask
- Reflect on how you have achieved the required criteria when answering questions



## Don't

- Forget to bring your ID
- Forget to plan
- Forget to review the evidence you have provided in your log



## 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 underpinned by log, you can resit the assessment





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

**(P)** indicates pass criteria

**(M)** indicates merit criteria

**(D)** indicates distinction criteria

Assessment criteria	Key points to remember
<b>Professional discussion underpinned by log</b>	
<b>(P)</b> Continuously drive for change and encourage others to deliver results across functional areas and standardise best practice (B1)	
<b>(P)</b> Demonstrate awareness of your own and others' working styles to create a high performing team (B2)	



<p><b>(P)</b> Promote a moral, legal and socially appropriate working manner, aligned to your organisation's values and maintain flexibility to the needs of the project (B3)</p>	
<p><b>(P)</b> Critically evaluate your improvement journey and identify the recommendations for improvement/change (e.g. "If I were to do this again I would...") (B4)</p>	
<p><b>(P)</b> Proactively seek and act on feedback. Reflect on performance and demonstrate the desire for development. Adapt quickly to working with new situations, stakeholders and challenges (B4)</p>	



**(P)** Ensure the safety of yourself and others and speak out to challenge safety issues (B5)

**(P)** Clearly explain methods used for making decisions in the project team (K2)

**(P)** Clearly explain how you engaged and influenced others (S2)



**(P)** Clearly explain your coaching skills by observing, listening, using questioning, providing feedback and spotting learning opportunities (S3)

**(P)** Clearly explain your approach to project management (S4)

**(P)** Clearly explain your approach to change management (S5)



<p><b>(P)</b> Design an experiment with clear objectives. Conduct a measurement system analysis to ensure the integrity of data collected under the experiment. Analyse the results of the experiment data to identify opportunities to optimise processes or improve products (S18)</p>	
<p><b>(P)</b> Clearly explain your use of benchmarking to inform target setting and improvement options (S21)</p>	
<p><b>(M)</b> Identify opportunities for cross-functional improvement (B1)</p>	



<p><b>(M)</b> Support delivery of business-wide improvement projects led by improvement experts (B4)</p>	
<p><b>(D)</b> Take the opportunity to prepare and/or deliver training to upskill colleagues (B1)</p>	
<p><b>(D)</b> Seek opportunities to involve others in building a continuous improvement culture (B4)</p>	

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