



Think about  
Professional interview underpinned  
by a work record portfolio  
Level 2 Hire Controller AP01

On the day of assessment, you will carry out:



A 90-minute professional interview



Face-to-face or remote



Under exam conditions



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



**Key point**

You will have already submitted your work record portfolio to your end-point assessor. This will be reviewed but not directly assessed.



## Do

- Review the criteria associated with the professional interview - 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 resources available, remember these should be your own work and will be used to support the discussion
- Provide clear and concise answers to the questions that you are asked



## Don't

- Forget to plan
- Forget to bring your ID
- Forget to reflect on your on-programme experiences and learning



## 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 interview you can resit the assessment.



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

Standard area	Key points to remember
Industry	
Health, safety and environmental	
Hire processes	

**Stock  
management  
processes**

**Finance**

**Customer service**

**Communication**

**Technical hire  
consultation and  
transaction**

**Behaviours**