

Think about Presentation and Q&A Level 3 ST0384 Team Leader Supervisor v1.2



On the day of assessment, you will carry out:



A 20-minute presentation and a 30-minute Q&A



Remote of face-to-face



Under exam conditions



Must take place on a 1-to-1 basis between you and an assessor



Key point

You will already have been given a topic on which to base your presentation and will have submitted it to the end-point assessor.



Do

- ☐ Review the criteria associated with the presentation and Q&A - this can be found in the EPA-kit
- ☐ Ensure a quiet room is available and that there are no interruptions
- ☐ Take full advantage of the 20 minutes allocated for the presentation
- ☐ Reflect on the work you have undertaken during your apprenticeship and use the best examples to meet the required criteria
- ☐ Give clear, in-depth answers to the questions asked



Don't

- ☐ Forget to plan
- ☐ Forget to check that any equipment required is available and working
- ☐ Forget to refer to your presentation and presentation aides when answering questions
- ☐ Exceed the 20 minutes allocated for your presentation



Next steps

- Results can take up to 12 days to be confirmed
- Your manager will inform you of your results



Resits

- If you do not achieve a pass result on the presentation and Q&A you can resit the assessment



Use the table below to plan and prepare for the presentation and Q&A

Standard area	Key points to remember
Team building and development	

Communication

**Organisational
culture and
strategy**

Problem solving

Data analysis