

Communication	
Organisational culture and strategy	
Problem solving	
Data analysis	

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**Think about Presentation and Q&A**  
Level 3 Team Leader Supervisor AP03

**On the day of assessment, you will carry out:**

- A 20-minute presentation and 30-minute Q&A
- Remote or face-to-face
- Under exam conditions
- With your end-point assessor and your line manager (optional)

**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.

Knowledge ⇒ IDEAS | DIRECTION | IDEAS ⇒ QU  
Employment EXPERTISE & learning (inspire) engage  
IMAGINATION | PROGRESS talent skills socialise

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**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	



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