

**Think about
Project presentation
Level 3 Business Administrator
AP03**



On the day of assessment, you will carry out:



A 15-minute presentation and 15-minute Q&A



Remote or face-to-face



Under exam conditions



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



Key point

You will have already submitted your project and will have been provided with a question to address during your presentation.



Do

- Review the criteria associated with the project presentation - this can be found in the EPA kit
- Ensure a quiet room is available and that there are no interruptions
- Take advantage of the full 15 minutes of the presentation
- Ensure that you focus on the question you have been asked to address/answer during your presentation
- Give clear, in-depth answers to questions that reflect the required knowledge, skills and behaviours of the standard



Don't

- Forget to plan
- Forget to attempt to meet at least 50% of the criteria that can be covered either in the project presentation or the portfolio-based interview as identified in the EPA kit
- Forget to check that any equipment required is available and working
- Exceed the 15 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 project presentation, you can resit the assessment



Use the table below to plan and prepare for the project presentation

Standard area - mandatory	Key points to remember
Processes	

Decision making

**Project
management**

Standard area – project presentation or portfolio-based interview	Key points to remember
Value of your skills	
Stakeholders	
IT	
Interpersonal skills	
Communications	

**Planning and
organisation**

**Personal
qualities**

**Managing
performance**

Adaptability

Responsibility