


**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**