

**Think about
Project report, presentation and
questioning
Level 3 ST0193 Improvement
Technician v1.1**



On the day of this assessment you will carry out:



**A 40- minute presentation and a 35-minute
questioning session**



Face-to-face or remote



At a suitable location free from distractions



**With an end-point assessor and an employer
representative who must be present. The employer
representative must not amplify or clarify points
made by the apprentice. Quality assurance staff
(internal or external) may also be present**



Key point

You will have already submitted your project portfolio and report.



Do

- ☐ Review the criteria associated with the project report, presentation and questioning - this can be found in the EPA Kit and in the table at the end of this document
- ☐ Base your presentation on the contents of your project report
- ☐ Use the planner to plan how you will demonstrate the skills you have that are associated with the observation
- ☐ Bring your project portfolio and other materials to the assessment
- ☐ Be prepared to answer any questions that the end-point assessor may have based on your evidence-based practice



Don't

- ☐ Forget to bring your ID
- ☐ Forget to plan
- ☐ Forget to reflect on your on-programme experiences and learning
- ☐ Forget to relax and enjoy your assessment



Next steps

- Results can take up to 7 working days to be confirmed
- Your manager or training provider will inform you of the results



Resits

- If you do not achieve a pass result on the project report, presentation and questioning then you can resit the assessment



Use the table below to plan and prepare for the project report, presentation and questioning.

(P) indicates pass criteria

(M) indicates merit criteria

(D) indicates distinction criteria

Assessment criteria	Key points to remember
(P) Show business benefit to your employer (S18)	
(P) Follow the steps of a recognised problem-solving methodology (e.g. PPS, DMAIC, 8D) with a clear flow from one step to another and supported by the application/interpretation of appropriate Lean, Six Sigma, project and change management tools (S1, S3, S4, S5, S6, S7, S8, S9, S10, S16, S18)	

(P) Demonstrate data-backed decision making to support definition, measurement, analysis and improvement (S11, S12, S13, S14, S15)

(P) Explanation of why the project was chosen (S3)

(P) How you used each tool (S5)

(P) How you worked with others in a team during the project (K2, K4)

(M) Clearly explain how the outputs of each tool are used to inform the next step (S6, S7, S8, S9, S10, S11, S12, S13, S14, S15, S16, S18)

(M) Take the opportunity to share and/or replicate the improvements made to one other area/system where there are differences in the solutions/controls required to deliver successful outcomes (B1)

(D) Take the opportunity to share and/or replicate the improvements made to one other area/system where there are differences in baseline metrics (B1)

(D) Seek opportunities to apply Lean, Six Sigma, project and change management tools in daily work (B4)