

Think about
Professional discussion underpinned
by portfolio of evidence
Level 3 ST0384 Team Leader
Supervisor v1.2



On the day of assessment, you will carry out:



A 60-minute professional discussion



Remote or face-to-face



Under exam conditions



With your end-point assessor



Key point

You will have already submitted your portfolio of evidence, however it will not be formally assessed.



Do

- ☐ Review the criteria associated with the professional discussion - this can be found in the EPA-kit
- ☐ Review relevant legislation, regulations and your organisation's policies and procedures
- ☐ Ensure a quiet room is available and that there are no interruptions
- ☐ Reflect on the work you have undertaken during your apprenticeship and use the best examples to meet the required criteria
- ☐ Be prepared to answer competency-based questions using the **STAR** method, **situation, task, action** and **result**



Don't

- ☐ Forget to plan
- ☐ Forget to tell your colleagues that you are being assessed
- ☐ Forget to use your portfolio to support your responses



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 professional discussion you can resit the assessment.



Use the table below to plan and prepare for the professional discussion

Standard area	Key points to remember
Building a high-performance team	

**Project
management**

**Organisational
governance**

Managing self