

**Think about
Business project,
presentation with Q&A
Level 3 ST0326
Retail Team Leader v1.1**



On the day of this assessment you will carry out:



A business project with a 30-minute presentation with questions and answers



Face-to-face or remote



In a suitable environment, free from distractions or influence



Led by an end-point assessor. Your employer (for example, a line manager) can be present as an observer but not interact with the assessment



Key point

You will have already submitted your business project.



Do

- Review the criteria associated with the business project and 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 time allocated for the presentation, allowing time for the Q&A at the end
- Refer to the relevant problems, key recommendations and expected improvements detailed in your business project
- Have copies of your notes available, remember these should be brief and not paragraphs of information
- Be prepared to answer questions relating to your business project



Don't

- Forget to plan
- Forget to tell your colleagues that you are being assessed
- Forget to bring your ID



Next steps

- Results can take up to 7 days to be confirmed
- Your manager will inform you of your results



Resits

- If you do not achieve a pass result on the business project and presentation you can resit the assessment.



Notes

