



Think about
Project report, presentation & questioning
Level 4 Improvement Practitioner AP03

On the day of assessment, you will carry out:



A 40-minute presentation and 35-minute Q&A



Face-to-face or remote



Under exam conditions



With an end-point assessor and a representative
of your employer (required)



Key point

You will have already submitted your project portfolio
of evidence and report.



Do

- Review the criteria associated with the project report, presentation and questioning - this can be found in the EPA-kit
- Base your presentation on the contents of your project report
- Practice your presentation, it must be completed within the 40-minute time limit
- Follow each step of a recognised problem-solving methodology
- Bring your project portfolio and other materials to the assessment, otherwise it will need to be rescheduled
- Be prepared to answer follow-up questions based on your project report and presentation



Don't

- Forget to plan
- Forget to reflect on your on-programme experiences and learning
- Forget to bring your ID



Next steps

- Results can take up to 12 working days to be confirmed
- Your manager/training provider will inform you of the results



Resits

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



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

Standard area	Key points to remember
Business benefit	
Problem-solving methodology	

**Data-backed
decision making
supporting
problem-solving
methodology**

**Explanation of
project choice
and scope**

**Use of each
improvement
tool within
your chosen
methodology**

**Leading a
cross-functional
team**

**Coaching
colleagues
in the use of
improvement
tools**

How each improvement tool informs the next step

Using outputs of tools to share/replicate improvements in other areas where there are differences in solutions/controls

Sharing/replicating improvements in other areas where there are differences in baseline metrics

Applying Lean, Sigma, project and change management tools in daily work