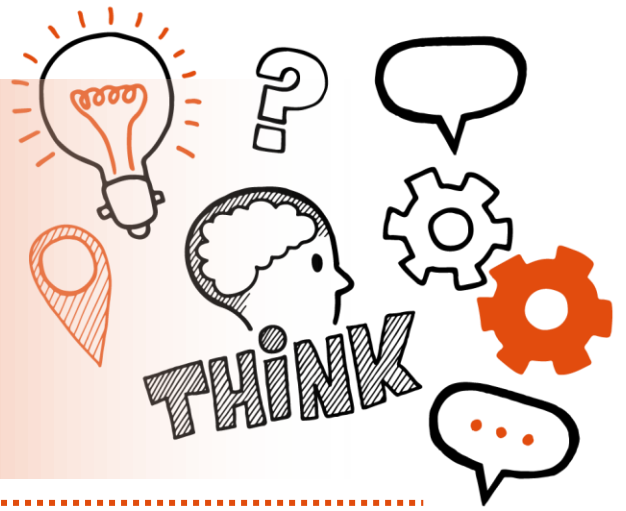


Think about...

Project report, presentation
and questioning

Level 4 ST0192 Improvement
Practitioner v1.2



On the day of this assessment you will carry out:



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



Remote or face-to-face



In a suitable, controlled environment free from
distractions or influence



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 of evidence
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
- Practice delivering 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 any questions and follow-up questions that your assessor may ask



Don't

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



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, 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
Project report, presentation and questioning	
(P) Show business benefit to your employer (S22)	
(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 management and change management tools (S1, S4, S5, S6, S7, S8, S9, S10, S11, S19, S22)	



(P) Demonstrate data-backed decision-making to support definition, measurement, analysis and improvement (S12, S13, S14, S15, S16, S17, S18, S20)

(P) Explain how you chose and scoped the project (S7)

(P) How you used each tool (S6)



(P) How you led a cross-functional team during the project (K2, K4)	
(P) How you coached colleagues in the application of improvement tools (S3)	
(M) Clearly explain how the outputs of each tool are used to inform the next step (S7, S8, S9, S10, S11, S12, S13, S14, S15, S16, S17, S18, S19, S20, S22)	



(M) Identify and 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) Identify and 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)	

v2.0

