Think about

Viva (interview and professional discussion) based on a work-based portfolio Level 4 Regulatory Compliance Officer APO2



On the day of assessment, you will carry out:



A 35-minute viva (interview and professional discussion)



Remote or face-to-face



Under exam conditions



With an end-point assessor and your line manager (optional)



Key point

You will have already submitted your portfolio of evidence that includes a work-based project. This is not formally assessed but is used to prepare the questions for your viva.

) Do
	Review the criteria associated with the viva (interview and
	professional discussion) - this can be found in the EPA-kit
	Review your sector's laws and legislation including organisational
\Box	policies and procedures
	Ensure you can access your portfolio to refer to during the
	Be prepared to answer open questions that clarify points from
	the portfolio
	Don't
1 1	
	Forget to plan
	Forget to plan Forget to reflect on your on-programme personal development
	Forget to plan Forget to reflect on your on-programme personal development and learning
	Forget to plan Forget to reflect on your on-programme personal development



- · 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 viva (interview and professional discussion) you can resit the assessment.



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

Standard area	Key points to remember
Laws within your sector	
Risk Assessment	

Business stakeholders and their compliance needs	
Understand businesses you work with	
Plan your activities	
Choose appropriate interventions	
Check compliance	
Respond to non-compliance	

Evaluate your performance	
Build strong working relationships	
Exceed service expectations	
Leadership and communication	
Change and improvement	