

Managing teams	
Communication skills	
Personal and professional development	

Think about
 Professional discussion underpinned by portfolio of evidence
 Level 5 Operations or Departmental Manager
 AP04

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 and your line manager (optional)

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



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 **Do**

- Review the criteria associated with the professional discussion – this can be found in the EPA kit
- Reflect on the evidence you have provided in your portfolio of evidence
- Reflect on the knowledge, skills and behaviours you have developed and how they have supported you in your role and improved your confidence
- Ensure a quiet room is available and that there are no interruptions
- 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
Operational planning and management	



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