



Think about
Presentation and Q&A
Level 4 Associate Project Manager

On the day of assessment, you will carry out:



A 20-minute presentation and 20 minutes Q&A



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 and presentation and agreed which 5 learning areas out of the 15 from the portfolio will be assessed.



Do

- Review the criteria associated with the presentation - this can be found in the EPA-kit
- Ensure a quiet room is available and that there are no interruptions
- Bring notes completed in the table below and work products to refer to during the presentation and Q&A. Remember these should be brief and not paragraphs of information.
- Take advantage of the full 40 minutes of the presentation and Q&A
- Give clear answers to questions that reflect the level 3 standard
- Reflect on and present examples of the development of your portfolio



Don't

- Forget to plan
- Forget to check that any equipment required is available and working
- Exceed the time allocated



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 presentation and Q&A you can resit the assessment



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

Portfolio Learning area	Key points to remember

