

Project management	
Organisational governance	
Managing self	

Think about Professional discussion underpinned by portfolio of evidence
Level 3 Team Leader Supervisor AP03



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
- Review relevant legislation, regulations and your organisation's policies and procedures
- Ensure a quiet room is available and that there are no interruptions
- Reflect on the work you have undertaken during your apprenticeship and use the best examples to meet the required criteria
- 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
Building a high-performance team	



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