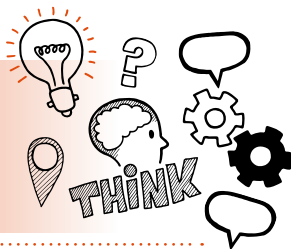


**Think about  
Presentation with questions  
Level 3 ST0384 Team  
Leader v1.3**



**On the day of assessment, you will carry out:**



**Typically a 20-minute presentation and a 30-minute questioning session (50 minutes total)**



**Remote or face-to-face**



**In a suitable assessment environment free from distraction or influence**



**With an end-point assessor**



**Key point**

**Presentation materials need to be submitted by the end of week 4 of the EPA.**



## Do

- ☐ Review the criteria associated with the presentation with questions - this can be found in the EPA Kit and in the table at the end of this document
- ☐ Review relevant legislation, regulations, codes of conduct and your organisation's policies and procedures
- ☐ Ensure a quiet room is available and that there are no interruptions



## Don't

- ☐ Forget to bring your ID
- ☐ Forget to plan
- ☐ Forget to relax and enjoy your assessment



## Next steps

- Results can take up to 7 working days to be confirmed
- Your manager/training provider will inform you of the result



## Resits

- If you do not achieve a pass result on the presentation with questions, you can resit the assessment



## Use the table below to plan and prepare for the presentation with questions

**(P)** indicates pass criteria

**(D)** indicates distinction criteria

| Assessment criteria                                                                                                                                                                                                              | Key points to remember |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <b>Data collection and benchmarking</b>                                                                                                                                                                                          |                        |
| <b>(P)</b> Outline the processes and policies supporting the delivery (of the chosen topic) and the regulation, legislation and compliance which impacts your role and the organisation (K3, K5)                                 |                        |
| <b>(P)</b> Explain how (the chosen topic) considers external factors affecting the workplace, how they are managed, and the influence of the wider social and economic environment in which the organisation operates (K15, K21) |                        |

| Assessment criteria                                                                                                                                                                          | Key points to remember |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| <p><b>(P)</b> Collate and interpret data and information to create reports tailored to the needs of different audiences (K20, S3)</p>                                                        |                        |
| <p><b>(D)</b> Evaluate the impact of external factors and the influence of the wider social and economic environment in which the organisation operates (on the chosen topic) (K15, K21)</p> |                        |
| <p><b>(D)</b> Evaluate how well the reports you created met the needs of different audiences. (K20, S3)</p>                                                                                  |                        |
| Problem analysis and conclusions                                                                                                                                                             |                        |
| <p><b>(P)</b> Explain how your role impacts on the organisation's strategy and objectives and the impact that cross team working has on delivering them (K6, K19)</p>                        |                        |
| <p><b>(P)</b> Apply communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process (K9, K12, S5)</p>                |                        |

| Assessment criteria                                                                                                                                                                                                     | Key points to remember |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| (D) Justify your selection of communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process (K9, K12, S5)                                     |                        |
| <b>People and relationships</b>                                                                                                                                                                                         |                        |
| (P) Explain how you manage and maintain relationships with a diverse workforce and stakeholders, set objectives, monitor progress and provide guidance and feedback for individual and team performances (K11, S9, S15) |                        |
| (P) Explain how you proactively support the delivery of equity, diversity and inclusion in the workplace and monitor the impact on your team (S17, B2)                                                                  |                        |
| (D) Evaluate the impact in the workplace of promoting an inclusive culture (S17, B2)                                                                                                                                    |                        |
| <b>Future plans and opportunities</b>                                                                                                                                                                                   |                        |
| (P) Describe the impact of internal and external factors on your role, identifying how you will work flexibly to adapt to future changes in the sector that may affect your organisation (K16, S18, B5)                 |                        |

