

Apprentice Assessment Planning Worksheet

VTCT Skills Level 3 End-point Assessment for Team Leader

Assessment Method: Presentation with questions

This worksheet has been developed to support you (the Apprentice) in preparation for your Presentation with questions with the Independent Assessor during your End-point Assessment.

For your Presentation with questions, you will be required to cover the Knowledge, Skills, and Behaviours (KSBs) assessment requirements that are outlined within the assessment plan for Team Leader - **ST0384 v1.4**. You will be assessed against the grading criteria outlined in your Presentation with Questions Preparation Guide. You can use this worksheet to make notes about each of the KSBs and criteria and ensure you are confident discussing each one.

You must achieve all of the Pass criteria to achieve a pass for the Presentation with questions. To achieve a distinction for the Presentation with questions, you must achieve all of the Pass criteria *and* all of the Distinction criteria. Pass criteria are indicated in this document by the reference “**P1, P2, P3...**”. Distinction criteria are indicated by the reference “**D1, D2, D3...**”.

Theme: Data collection and benchmarking

Grade Descriptors	KSB reference		What do I need to consider?
P1 Outlines the processes and policies supporting the delivery (of the chosen topic) and the regulation, legislation and compliance which impacts their role and the organisation	K3	Processes and policies which support the delivery of operational requirements	
	K5	Relevant regulation, legislation, and compliance that impacts their role and the organisation	
P2 Explains 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	External factors that affect the workplace, such as sustainability and net carbon zero, and how they are managed	
	K21	The wider social and economic environment in which the organisation operates	
P3 Collates and interprets data and information to create reports tailored to the needs of different audiences	K20	How to collate, interpret and communicate data and information to meet the needs of different audiences	
	S3	Able to collate and interpret data and information and create reports	

D1 Evaluates 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	External factors that affect the workplace, such as sustainability and net carbon zero, and how they are managed	
	K21	The wider social and economic environment in which the organisation operates	
D2 Evaluates how well the reports they created met the needs of different audiences	K20	How to collate, interpret and communicate data and information to meet the needs of different audiences	
	S3	Able to collate and interpret data and information and create reports	

Theme: Problem analysis and conclusions

Grade Descriptors	KSB reference		What do I need to consider?
P4 Explains how their role impacts on the organisation's strategy and objectives and the impact that cross team working has on delivering them	K6	Organisational strategy and objectives and how their role impacts on them	
	K19	The impact that cross-team working has in the delivery of organisational objectives	
P5 Applies communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process	K9	Communication techniques including presentation skills, negotiation and influencing skills	
	K12	Problem-solving and decision-making principles	
	S5	Use information and problem-solving techniques to provide solutions and influence the decision-making process	

D3 Justifies their selection of communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process	K9	Communication techniques including presentation skills, negotiation and influencing skills	
	K12	Problem-solving and decision-making principles	
	S5	Use information and problem-solving techniques to provide solutions and influence the decision-making process	

Theme: People and relationships

Grade Descriptor	KSB reference		What do I need to consider?
P6 Explains how they 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	Stakeholder management	
	S9	Manage individual or team performance by setting objectives, monitoring progress, and providing clear guidance and feedback	
	S15	Manage and maintain relationships with a diverse workforce and stakeholders	

P7 Explains how they proactively support the delivery of equity, diversity and inclusion in the workplace and monitor the impact on their team	S17	Interpret policy and support the delivery of equity, diversity and inclusion in the workplace and monitor their impact on their team	
	B2	Supports an inclusive culture, treating colleagues and external stakeholders fairly and with respect	
D4 Evaluates the impact in the workplace of promoting an inclusive culture	S17	Interpret policy and support the delivery of equity, diversity and inclusion in the workplace and monitor their impact on their team	
	B2	Supports an inclusive culture, treating colleagues and external stakeholders fairly and with respect	

Theme: Future plans and opportunities

Grade Descriptor	KSB reference		What do I need to consider?
P8 Describes the impact of internal and external factors on their role, identifying how they will work flexibly to adapt to future changes in the sector that may affect their organisation	K16	The impact that internal and external factors such as environmental impacts, have on their role	
	S18	Identify future changes in the sector such as technology advances that may impact their organisation	
	B5	Works flexibly and adapts to circumstances	

Document History

Version	Issue Date	Changes	Role
v1	04/02/2025	First published	Qualification Development Manager