VTCT Skills

Apprentice Preparation Guide

Presentation with Questions

Preparing for your End-point Assessment

This document is designed to support you in preparing for the VTCT Skills Level 3 Recruiter v1.0 End-point Assessment.

During your End-point Assessment, **one** of the **two** assessment methods that you will undertake is a presentation with questions.

Overview of a Presentation with Questions

In the presentation with questions, you will deliver a presentation to an Independent Assessor on a set subject. The Independent Assessor will ask questions after the presentation. The presentation with questions gives you the opportunity to demonstrate the KSBs mapped to this assessment method.

Following a discussion with your employer, you will be given your presentation subject post gateway by VTCT Skills. The presentation will be based on **one** of the following subjects:

- Effectively managing stakeholder relationships during a challenging recruitment campaign
- Utilising technology and software tools to support a recruitment campaign and meet stakeholder requirements
- Effectively implementing strategies for increasing talent and client pipelines
- Implementing strategies that have resulted in more sustainable and greener methods of working within recruitment activities and their area of responsibility
- Methods and techniques for utilising networking and marketing tools to attract more candidates when sourcing vacancies

As well as the above subjects, the Independent Assessor can add further subject areas after consultation with your employer, provided they cover the relevant KSBs and give adequate opportunity for you to meet the required 'Pass' and 'Distinction' grading criteria.

The Independent Assessor will take steps to ensure you are given a presentation subject, which allows you the opportunity to draw on what you have learnt and experienced during your apprenticeship.

Once you have been given the presentation subject by the Independent Assessor, you will have up to six weeks to complete your presentation and any supporting materials. You must submit any presentation materials and the signed 'Presentation subject document' (see Appendix 1) to VTCT Skills by the end of week seven of the End-point Assessment period. You must notify VTCT Skills, at that point, of any technical requirements for the presentation.

Delivery of the Presentation with Questions

You must prepare and deliver a presentation to an Independent Assessor. After the presentation, the Independent Assessor will ask you questions about your presentation.

The presentation must cover the following themes:

- Recruitment processes
- Stakeholder engagement and management
- Organisational strategy
- Technology and software

During the presentation, you will have access to the following:

- audio-visual presentation equipment
- a flip chart and writing and drawing materials
- a computer

Where Will the Presentation with Questions Take Place?

The presentation with questions will take place in your employer's workplace or your training provider's premises. The presentation with questions may be conducted face to face or remotely by video conferencing.

The presentation with questions should take place in a quiet room, free from distractions and influence, in a controlled environment.

- **What is a controlled environment?** A controlled environment for an assessment refers to a setting where specific conditions are monitored to ensure fairness, security, and reliability in the assessment process across apprentices.

The Presentation with Questions will Include:

A presentation with questions, which must last **50 minutes**. This will typically include a **presentation of 20 minutes and questioning lasting 30 minutes**.

The Independent Assessor can increase the time of the presentation with questions by up to 10%. This time is to allow you to complete your last point or respond to a question if necessary.

You may choose to end the assessment early; if you choose to do so, you must be confident you have demonstrated competence against the assessment requirements for the presentation with questions.

The Independent Assessor will ask you a minimum of **five questions**.

The purpose of the questions is to:

- seek clarification where required
- assess the level of competence against the grading descriptors

Please note: the presentation with questions will be recorded for quality and safeguarding purposes.

Preparation for a Presentation with Questions

During the presentation with questions, you must demonstrate a proficient understanding of the requirements for the technical skills outlined in the 'End-point Assessment Plan'.

To prepare for the presentation with questions, it is essential that the grade criteria on pages 5-6 and the Knowledge, Skills and Behaviours (KSBs) on pages 8-10 are considered. The grade criteria include areas that must be covered throughout the presentation with questions.

To ensure the presentation allows you to meet the KSBs mapped to this assessment method to the highest available grade, VTCT Skills has taken steps to ensure that you are given a presentation subject, which allows you the opportunity to draw on what has been learnt and experienced during your apprenticeship.

You should ensure you are familiar with your presentation before the presentation with questions. This is because during the presentation with questions, the Independent Assessor will allow you to lead the presentation. When the Independent Assessor asks you questions, you can refer to your presentation to support your answers.

During the presentation, you must have access to:

- Audio-visual presentation equipment
- A flip chart and writing and drawing materials
- A computer

How is the Presentation with Questions Graded?

The Independent Assessor will use the grading criteria to assess the presentation with questions. To achieve a Pass, you must achieve all the Pass criteria. To achieve a Distinction, you must achieve all the Pass criteria and all the Distinction criteria.

Presentation with Questions Grading Criteria

Pass Criteria

You will achieve a Pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour (KSBs) requirements set out for the presentation with questions and all of the criteria below:

KSB Requirements	Grading Criteria
Recruitment processes **K4 K10 K12 K13 K18 S2 S5 S6 S10 B3**	Describes their approach to managing the recruitment, assessment, and selection process for candidates to support them throughout the recruitment lifecycle, including those who require reasonable adjustments. (K4 K18 S10)
	Outlines the techniques and networking and marketing tools they use when sourcing vacancies and candidates in line with stakeholder requirements and organisational policies and procedures, and how they research, identify, and attract candidates using methods to satisfy job requirements. (K10 K13 S2 S6)
	Explains how they take accountability and ownership of their tasks and workload when creating, planning, managing, and monitoring the performance of recruitment campaigns to meet stakeholder requirements. (K12 S5 B3)
Stakeholder engagement and management **K1 K14 S3 S12 S13 B4**	Explains how they develop, manage, and maintain relationships with stakeholders, engaging them to review recruitment processes and services in order to identify opportunities to improve their own performance and ensure continuous improvement. (K1 K14 S3 S12 S13 B4)
Organisational strategy **K21 K22 K23 S19 S21**	Explains how they plan and prioritise activities and allocate and manage resources within budget requirements to meet the organisation's recruitment strategy and processes and increase talent and client pipelines. (K21 K22 S21)
	Demonstrates how they utilise ethical and sustainable recruitment strategies, processes and working practices to identify and apply sustainable and greener methods of working. (K23 S19)
Technology and software **K19 S15**	Explains how they ensure compliance with organisation and legislation requirements when using technology and software tools to manage information and recruitment activities. (K19 S15)

Presentation with Questions
Distinction Criteria

You will achieve a Distinction grade for the presentation with questions if you provide evidence to meet all the Pass criteria and also all of the additional criteria below:

KSB Requirements	Grading Criteria
Recruitment processes K4 K10 K13 K18 S2 S6 S10	Justifies their approach to managing the recruitment, assessment, and selection process for candidates, making recommendations for how they can enhance support for candidates throughout the recruitment lifecycle. (K4 K18 S10)
	Evaluates the effectiveness of candidate sourcing techniques and tools used by their organisation in attracting candidates when sourcing vacancies. (K10 K13 S2 S6)
Stakeholder engagement and management K1 K14 S3 S12 S13 B4	Evaluates the impact of continuous improvement activities on the recruitment process and services, stakeholder engagement and their own performance. (K1 K14 S3 S12 S13 B4)
Organisational strategy K21 K22 S21	Evaluates the extent to which their planning and prioritising of activities and management of resources has increased talent and client pipelines. (K21 K22 S21)

Please Follow the Guide Outlined Below to Support your Preparation

What can I do to prepare for my End-point Assessment?	Completed Yes/No
1. Access and familiarise yourself with the 'Mock Assessment Form' for the presentation with questions.	
2. Refer to the Knowledge, Skills and Behaviours (KSBs) that may be assessed during the presentation with questions. These are outlined in the table below.	
3. Collaborate with others to seek constructive feedback on your performance.	
4. Practice questions and answers with peers/assessors in preparation for your presentation with questions using the sample questions provided.	
5. Practice effective time management during the presentation with questions. Allocate appropriate time to each task and ensure completion within the given timeframe.	
6. Approach the presentation with questions with confidence. Remember that it is an opportunity to showcase your knowledge and skills.	
7. Stay calm under pressure and communicate effectively throughout the presentation with questions.	
8. Remember to bring your identification with you on the day of your End-point Assessment. This can be one of the following: • Driving licence • Employee ID • Passport	

Planning and Preparing for your Presentation with Questions

KSB Ref	KSB that may be assessed during the End-point Assessment	What do I need to remember?
Knowledge		
K1	Types of stakeholders, including candidates, clients, internal teams and colleagues.	
K4	Recruitment processes, techniques, and stages of the recruitment lifecycle.	
K10	Candidate sourcing techniques, including how to research, identify and attract candidates using methods to satisfy job requirements.	
K12	How to create and manage recruitment campaigns to meet stakeholder requirements.	
K13	The use of networking and marketing tools in recruitment activities, for example meetings, social media, job fairs, exhibitions, events, advertisements, job boards and online.	
K14	How to develop, maintain and improve relationships with stakeholders.	

K18	Managing and supporting candidates through the recruitment lifecycle, including onboarding, providing advice and aftercare.	
K19	Technology and software tools used to support recruitment management activities, for example Artificial Intelligence (AI).	
K21	Recruitment budgets and how these fit into the organisation's business strategy.	
K22	How to plan and prioritise activities to meet the organisation's recruitment strategy and processes, including allocating and managing resources throughout the recruitment life cycle and methods for increasing talent and client pipelines.	
K23	Ethical and sustainable recruitment strategies, processes and working practices.	

KSB Ref	KSB that may be assessed during the End-point Assessment	What do I need to remember?
Skills		
S2	Source vacancies in line with stakeholder requirements and organisational policies and procedures.	
S3	Manage and maintain stakeholder relationships and their role within the recruitment process.	
S5	Plan and manage recruitment campaigns to attract candidates, including agreeing objectives with stakeholders and monitoring performance.	
S6	Research, identify and attract candidates using methods to satisfy job requirements, including those with transferrable skills to move from the legacy carbon economy to green economy jobs.	
S10	Manage the recruitment and selection process for candidates, including those who require reasonable adjustments.	

S12	Engage with stakeholders to review recruitment processes and identify opportunities for continuous improvement and improving own performance.	
S13	Review services provided and implemented improvements based on stakeholder feedback.	
S15	Use technology and software tools to manage information, ensuring compliance with organisation and legislation requirements.	
S19	Identify and apply sustainable and greener methods of working, for example reducing energy and paper consumption, managing diaries to reduce carbon emissions (hold virtual meetings or attend multiple external meetings on the same day), considering greener options when booking venues for assessment centres or planning recruitment campaigns.	
S21	Manage resources within budget requirements.	

KSB Ref	KSB that may be assessed during the End-point Assessment	What do I need to remember?
Behaviours		
B3	Takes accountability and ownership of their tasks and workload.	
B4	Seeks learning opportunities and continuous professional development.	

Following your End-point Assessment:

What happens following my End-point Assessment?	You will receive the results from your End-point Assessment within 10 working days.
What happens if I do not achieve my End-point Assessment?	If you do not achieve a pass result within this assessment method, you will be able to re-sit this assessment.

Appendix 1 – Example: Presentation with Questions Subject Document

Assessment method – Presentation with questions
Level 3 Recruiter ST1421 v1.0

Presentation subject title 1: Effectively managing stakeholder relationships during a challenging recruitment campaign

Issue date (post gateway)	
Final submission date (by the end of week 7 of the End-point Assessment period)	
Competency outcomes	• Recruitment processes: 　– K4 K10 K12 K13 K18 S2 S5 S6 S10 B3 • Stakeholder engagement and management: 　– K1 K14 S3 S12 S13 B4 • Organisational strategy: 　– K21 K22 K23 S19 S21 • Technology and software: 　– K19 S15

VTCT Skills declaration

Confirmation the presentation subject title has the capacity to meet the KSBs mapped to this assessment method and is pitched appropriately.

VTCT Skills (EPAO) name:	
VTCT Skills (EPAO) signature:	
VTCT Skills (EPAO) job role:	
Date:	

Document History

Version	Issue Date	Changes	Role
V1	18/02/2025	First published	Qualification Development Manager