

Apprentice Preparation Guide



End-point Assessment for Team Leader

Assessment Method: Presentation with questions

Preparing for your End-point Assessment

This document is designed to support you in preparing for the **Level 3 Team Leader ST0384 v1.4** End-point Assessment.

During your End-point Assessment, **one** of the **two** assessment methods that you will undertake is a Presentation with questions. It has been designed to enable you to demonstrate the Knowledge, Skills and Behaviours (KSBs) mapped to this assessment method.

Overview of the Presentation with questions

For the presentation with questions assessment method, you will be required to deliver a presentation to an Independent Assessor on a set topic. Following the presentation, the assessor will ask you questions for clarification purposes where required and assess your competence against the grading descriptors.

Delivery of the Presentation with questions

You **must** submit any presentation materials to VTCT Skills by the **end of week 4 of the EPA period**. You must notify VTCT Skills, at that point, of any technical requirements for the presentation.

The presentation with questions will:

- be conducted and assessed remotely by an Independent Assessor
- be completed in an appropriate environment which is free from distractions and influence
- last for a duration of 50 minutes

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

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

The Presentation with questions will include:

- A **presentation on your set topic lasting 20 minutes** followed by **questioning from an Independent Assessor lasting 30 minutes**
- The assessor will ask you a **minimum of 5 questions** following your presentation. The purpose of these questions is to gain clarification where required and assess your competence against the grading descriptors.
- The assessor can increase the total 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 method early. However, you must be confident that you have demonstrated competence against the assessment requirements for the assessment method.

Topic and theme coverage for the Presentation with questions

VTCT Skills will collaborate with your employer to provide you with a presentation topic, post gateway, that will enable you to draw on what you have learnt and experienced during your apprenticeship.

The presentation must cover a summary of your role as a team leader, what you do and how this is relevant to your role and the organisation. It should focus on how you tackle current topics and will cover all KSBs assigned to this assessment method.

Your presentation will be based on **one** of the following topics:

- Reviewing ways to reduce cost and increase efficiency in a business environment
- Using data and technology to support organisational goals
- Improving team performance to support organisational goals
- Leading and supporting a team through a period of change within the organisation

Your presentation should cover **all** of the following themes:

- Data collection and benchmarking
- Problem analysis and conclusions
- People and relationships
- Future plans and opportunities

Where will the Presentation with questions take place?

The presentation with questions will take place in a suitable venue, for example your employer's premises, in a quiet room, free from distractions and influence. The presentation with questions will be conducted by video conferencing.

How is the Presentation with questions graded?

The Independent Assessor will use the grading criteria to assess the presentation with questions and will evidence this using the assessment tools and procedures provided by VTCT Skills. The Independent Assessor will make all grading decisions.

Presentation with questions

Pass criteria

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

Knowledge, Skills and Behaviours requirements	Grading criteria
Data collection and benchmarking K3 K5 K15 K20 K21 S3	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, K5)
	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, K21)
	Collates and interprets data and information to create reports tailored to the needs of different audiences. (K20, S3)
Problem analysis and conclusions K6 K9 K12 K19 S5	Explains how their role impacts on the organisation's strategy and objectives and the impact that cross team working has on delivering them. (K6, K19)
	Applies communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process. (K9, K12, S5)
People and relationships K11 S9 S15 S17 B2	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, S9, S15)
	Explains how they proactively support the delivery of equity, diversity and inclusion in the workplace and monitor the impact on their team. (S17, B2)
Future plans and opportunities K16 S18 B5	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, S18, B5)

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 meet **all** of the distinction criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
Data collection and benchmarking K15 K20 K21 S3	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, K21) Evaluates how well the reports they created met the needs of different audiences. (K20, S3)
Problem analysis and conclusions K9 K12 S5	Justifies their selection of communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process. (K9, K12, S5)
People and relationships S17 B2	Evaluates the impact in the workplace of promoting an inclusive culture. (S17, B2)

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 assessment.	
2. Refer to the knowledge, skills and behaviours that may be assessed during the presentation with questions assessment. 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 assessment.	
5. Incorporate any feedback from your peers/assessor to enhance your approach and to address any identified areas for improvement in readiness for your presentation with questions assessment.	
6. Practice effective time management during the presentation with questions. Allocate appropriate time to ensure completion within the given timeframe.	
7. Approach the presentation with questions assessment with confidence. Remember that it is an opportunity to showcase your knowledge and skills.	
8. Stay calm under pressure and communicate effectively throughout the presentation with questions assessment.	
9. Remember to bring your identification with you on the day of your End-point Assessment. Identification evidence can be one of the following: <ul style="list-style-type: none"> • Driving licence • Employee ID • Passport 	

Planning and Preparing for your Presentation with questions assessment

KSB Ref	Knowledge that may be assessed during the presentation with questions assessment method in the End-point Assessment	What do I need to consider?
Knowledge		
K3	Processes and policies which support the delivery of operational requirements	
K5	Relevant regulation, legislation, and compliance that impacts their role and the organisation	
K6	Organisational strategy and objectives and how their role impacts on them	
K9	Communication techniques including presentation skills, negotiation and influencing skills	
K11	Stakeholder management	
K12	Problem-solving and decision-making principles	
K15	External factors that affect the workplace, such as sustainability and net carbon zero, and how they are managed	
K16	The impact that internal and external factors such as environmental impacts, have on their role	
K19	The impact that cross-team working has in the delivery of organisational objectives	

K20	How to collate, interpret and communicate data and information to meet the needs of different audiences	
K21	The wider social and economic environment in which the organisation operates.	

KSB Ref	Skills that may be assessed during the presentation with questions assessment method in the End-point Assessment	What do I need to remember?
Skills		
S3	Able to collate and interpret data and information and create reports	
S5	Use information and problem-solving techniques to provide solutions and influence the decision-making process	
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	
S17	Interpret policy and support the delivery of equity, diversity and inclusion in the workplace and monitor their impact on their team	
S18	Identify future changes in the sector such as technology advances that may impact their organisation	

KSB Ref	Behaviours that may be assessed during the presentation with questions assessment method in the End-point Assessment	What do I need to remember?
Behaviours		
B2	Supports an inclusive culture, treating colleagues and external stakeholders fairly and with respect	
B5	Works flexibly and adapts to circumstances	

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.

Document amendment history page

Version	Issue Date	Changes	Role
1	21/11/2024	First published	Product Manager