

# CIPD



## Level 3 Learning and Development Practitioner

Presentation and Q&A Guidance

EPA2

Issue 1.2

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## Presentation and Q&A guidance

This assessment involves the apprentice presenting on their Learning Journal to an independent assessor. It will be followed by a Q&A session with the independent assessor. The presentation and Q&A assessment provides an opportunity for the apprentice to demonstrate attainment of skills, knowledge and behaviours that cannot be directly observed in practice.

### Booking the Presentation and Q&A assessment (EPA2)

The presentation and Q&A assessment (EPA2) is booked by the CIPD on the date proposed by the apprentice and employer. This must be within the maximum five-month EPA period. The apprentice will receive an email from the CIPD at least three weeks before the scheduled assessment is due, with confirmation of the time, date and instructions for accessing the virtual classroom.

As the presentation and Q&A assessment is recorded, the apprentice must have already given their permission for the recording prior to the assessment taking place.

The presentation and Q&A assessment is on the same day as the Professional Discussion, unless alternative arrangements have been previously agreed.

### Preparing for the Presentation

#### The apprentice should:

Choose three of their best competency-based examples from the Learning journal to deliver in their presentation and organise their examples so they reflect:

- how they have developed L&D practice throughout their apprenticeship (lessons learnt and how things are done differently now as a result)
- and/or how they've developed understanding of best practice in that area

Use L&D techniques and keywords to break down their competency-based examples and exemplify their attained knowledge, skills and behaviours.

Make sure that the examples used really are competency based (the CIPD define competency based as 'the behaviours employees must put into a situation in order to achieve high levels of performance').

Avoid jargon.

link their examples to relevant underpinning theories/models and the two themes:

- New and Emerging Trends
- Developments in the L&D sector

Seamlessly connect examples in the Presentation to the examples which were highlighted in the learning journal for the independent assessor to review beforehand.

Choose an appropriate presentation method for delivery in a remote assessment environment.

Consider the appropriateness of visual aids, sound quality and lighting according to the independent assessor's requirement to assess competence.

Tailor their presentation to suit their own style yet be mindful of the 'formality' aspect of an assessment.

Practice the smooth running of their chosen presentation method and ensure nothing foreseeable could compromise the delivery.

Check the key points are clear for the independent assessor to understand and link to the knowledge, skills and behaviour.

Practice and rehearse confident and competent delivery of the presentation.

Practice delivering the presentation precisely to time (20 minutes (+/-10%).

### Prepare to answer the questions.

The questions will be based on aspects of the Learning journal and the Presentation content and depth of the knowledge, skills or behaviour requirements for the pass or distinction criteria.

There will be three to five open questions, which will require an answer by way of an explanation. If it is helpful to the apprentice, they may take notes while the independent assessor asks the questions.

#### The apprentice should:

- enhance their ability to answer the questions by practicing their listening skills to ensure that they listen to the entire question.
- delay forming an answer until the entire question has been heard.
- pause and think before deciding on their answer.
- rehearse answering a question within a given period of time and be prepared to speak fluently for the full duration with the answer given (approximately five minutes for each question)
- practise timing themselves with answering questions so that they get used to the passing of the time allowed, which is five minutes
- practice answering open questions - an example question is:
- *'use an example for 'emerging trend' from your Learning Journal and tell me how learning agility, curiosity and adaptivity has influenced your ability to progress at work*
- make sure that the answer given relates to the actual question that has been asked and not answer with a completely different line of thought or action.

## Preparing for the Assessment environment

Allow plenty of time before the day of the assessment to make sure the software and hardware will meet the video conferencing requirements:

- browser check
- connectivity check
- sound check
- camera check
- microphone check
- connection speed check.

Check any other technology required, as applicable, for conducting the presentation . Make sure a suitable room has been booked and the assessment will be uninterrupted. A comfortable headset with microphone may be useful for the Q&A and is often preferred by both apprentice and independent assessor. This can help eliminate external noises.

Bring on the day:

- all the necessary tools for conducting the presentation
- a drink
- tissues
- notes
- fan (in warm weather)
- watch/clock
- photographic ID
- learning journal
- pen and paper.

## The Presentation and Q&A Assessment activity

The presentation will commence after the apprentice has completed their Professional Discussion and has had a short break. It will still be a formal assessment so allow enough time before the assessment is due to re-start the technology and set up any other necessary requirements for delivering the Presentation.

The Presentation will start with an introduction from the independent assessor (the independent assessor may be a different person from the assessor who completed the Professional Discussion in EPA1). They, in turn, will invite the apprentice to introduce themselves.

The independent assessor will ask for photographic ID again and will also confirm that the assessment is to be a Presentation and Q&A for EPA2 for the correct L&D apprenticeship standard.

The independent assessor will ask whether the apprentice has any questions before they start.

The independent assessor will outline when the 20 minutes (-/+ 10%) will start and then handover to the apprentice who will deliver the Presentation.

If the apprentice has not completed their Presentation in 20 minutes, the independent assessor will tell them they have only 2 minutes left.

The independent assessor will stop the apprentice if the Presentation goes on for longer than the remaining 2 minutes.

When the Presentation is over, the apprentice will be offered a few minutes to gather themselves before starting on the Q&A section.

The independent assessor will explain that there are 3 to 5 open questions to be answered within a 25-minute period (-/+ 10%) and possibly some additional probing questions maybe asked if the assessor should need to seek any clarification.

## Completing the Q&A

The independent assessor will manage the time and tell the apprentice when the assessment is over. They will not be able to give the apprentice any details about their grades but can explain the next steps. The independent assessor will make the judgement on the grade to be given for this assessment when they complete their report. It will be combined with the grade for EPA 1 to reach an overall apprenticeship grade. The independent assessor's decision is subject to moderation procedures by the CIPD, which may take up to two weeks to be completed. The decision for the final grade cannot be confirmed until this process is finished. This is when the apprentice will be notified by email of their final overall grade.