

THINK ABOUT

TEAM LEADER SUPERVISOR PROFESSIONAL DISCUSSION APPRENTICE GUIDE



The Team Leader Supervisor Apprentice Guide is a tool to help give you the best possible chance of successfully demonstrating all the criteria required to achieve a pass, merit or distinction in the Professional Discussion assessment as part of your Team Leader Supervisor apprenticeship.

The professional discussion will focus on additional learning or CPD you have undertaken as part of your apprenticeship.

As part of the professional discussion you will need to describe and identify the objective of any CPD activities you have completed, reflect on the outcome and explain how you applied the knowledge or skills gained as part of your job role. The activities may be:

- An activity undertaken as part of your Level 3 Diploma, including assignments or projects
- Any formal or informal learning undertaken
- Any professional discussions undertaken with a mentor

Your professional discussion will usually last 40 minutes, you should take the time to show off and give examples of all the knowledge, skills and behaviours you have learnt during your apprenticeship.

There is a CPD log template as part of this document, which you **MUST** complete prior and bring to the professional discussion (if you don't you will lose 5 marks!). Alternative CPD logs may also be used.

Throughout the professional discussion keep an eye on the time and make sure you cover all the areas and tasks you planned to discuss with the assessor.

Please see the tables within for example questions you may be asked as part of the professional discussion and the criteria you will be assessed against:

40 MINUTES

Example Questions

- **What did you want to improve?**
- **In what ways did you think improving this would help your performance in your role?**
- **What did you do to improve your knowledge/skill in this area?**
- **How were you successful in improving performance in your role afterwards?**

CPD Activity Assessment Criteria

- **Keep and maintain a CPD log**
- **Outline the objectives of the CPD activity(s) they have undertaken**
- **Explain what they undertook as part of this CPD activity**
- **Reflect on how CPD improves their ability, performance or confidence in their job role**

KNOWLEDGE SKILLS



CONTINUING PROFESSIONAL DEVELOPMENT

Future development needs

What areas of knowledge, skills and behaviours relevant to your job role would you like to further develop? How do you intend to do this?

Future development need	Action plan