

# GUIDANCE FOR EMPLOYERS' REPRESENTATIVES PRESENT DURING A PROFESSIONAL DISCUSSION

During the professional discussion you are allowed to:

- provide guidance to the assessor in terms of policy and practice when requested by the assessor
- assist in contextualising the discussion if required:

**e.g. the assessor asks about 'individual action plans' but your organisation calls them 'personal development plans'**

- provide information and/or clarification as requested by the assessor
- prompt the apprentice in relation to remembering particular events or occurrences that are relevant to the discussion:

**e.g. you can say, 'Can you remember what happened last Tuesday when you were at XXXXXXXXXXXX?'**

During the professional discussion you are not allowed to:

- take on the role of the assessor by leading the discussion
- answer a question on behalf of the apprentice
- directly lead the apprentice by relating a prompt to a particular area of the standard that is being assessed:

**e.g. if the discussion is about managing waste a prompt such as 'what do we do every night on foods' is ok. The line manager should not lead the apprentice by saying 'explain about how you double check waste every single night on foods'**

