Mock Assessment Form

VTCT Skills Level 3 Team Leader

Assessment Method: Presentation with questions

This Mock Assessment Form has been developed to support the tutor in preparing the Apprentice for their Presentation with questions during their End-point Assessment for Team Leader - **ST0384 v1.4**.

Grading criteria

Theme: Data collection and benchmarking		
Grading criteria	**Achieved Yes/No**	**Comments**
Pass — 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)		
Pass — 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)		
Pass — Collates and interprets data and information to create reports tailored to the needs of different audiences. (K20, S3)		

Distinction	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)		
Distinction	Evaluates how well the reports they created met the needs of different audiences. (K20, S3)		

Sample Questions: Pass Criteria				
K3, K5				
Can you provide an overview of the relevant legislation and regulation that impacts your job role and organisation?	Yes	☐	No	☐
How can you support the delivery of your (chosen topic) in line with your organisation's policies and processes?	Yes	☐	No	☐
K15, K21				
Can you explain how you considered and managed external factors relating to your (chosen topic)?	Yes	☐	No	☐
Please discuss the wider social and economic environmental factors that influence the operational running of your organisation.	Yes	☐	No	☐
K20, S3				
Can you provide an example when you have tailored the communication of information and data to meet the needs of different audiences?	Yes	☐	No	☐
How do you collate and interpret data to create reports to support different audience needs?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K15, K21				
Can you provide an example when you have considered the impact of external factors on your (chosen topic)?	Yes	☐	No	☐
Please explain how you have considered the wider social and economic environment on your (chosen topic).	Yes	☐	No	☐
K20, S3				
Discuss the methods you use to ensure your report creation meets the needs of different audiences.	Yes	☐	No	☐
Can you provide an example when you have tailored data and information into a report to meet the needs of different audiences?	Yes	☐	No	☐

Theme: Problem analysis and conclusions

Grading criteria		Achieved Yes/No	Comments
Pass	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)		
Pass	Applies communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process. (K9, K12, S5)		
Distinction	Justifies their selection of communication techniques, problem-solving and decision-making principles to provide solutions and influence the decision-making process. (K9, K12, S5)		

Sample Questions: Pass Criteria				
K6, K19				
Please explain how your job role impacts your organisations strategy and objectives.	Yes	☐	No	☐
Please discuss the purpose of cross team working and the impact it has on the delivery of your organisation's objectives.	Yes	☐	No	☐
K9, K12, S5				
Discuss the types of communication techniques you use to influence the decision- making process within your organisation.	Yes	☐	No	☐
Can you provide an example when you have resolved an organisational problem through collaboration with others?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
K9, K12, S5				
Can you provide an example when you have influenced the decision-making process when problem solving?	Yes	☐	No	☐
Please provide an overview of the principles of decision making and how you incorporate these principles into your job role.	Yes	☐	No	☐

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Theme: People and relationships			
Grading criteria		**Achieved Yes/No**	**Comments**
Pass	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)		
Pass	Explains how they proactively support the delivery of equity, diversity and inclusion in the workplace and monitor the impact on their team. (S17, B2)		
Distinction	Evaluates the impact in the workplace of promoting an inclusive culture. (S17, B2)		

Sample Questions: Pass Criteria				
K11, S9, S15				
Please explain the methods you use to monitor and maintain your team's performance.	Yes	☐	No	☐
Can you provide an example when you have adopted appropriate strategies to improve a team member's performance?	Yes	☐	No	☐
S17, B2				
How do you measure the impact of equality, diversity and inclusion initiatives on your team?	Yes	☐	No	☐
Can you provide an example of suggestions you have made to support the delivery of equity, diversity and inclusion within your organisation?	Yes	☐	No	☐

Sample Questions: Distinction Criteria				
S17, B2				
Discuss the benefits of an inclusive work culture.	Yes	☐	No	☐
Why is it important to support the delivery of equity, diversity and inclusion in the workplace? How do you evaluate the impact this has on your team?	Yes	☐	No	☐

Theme: Future plans and opportunities			
Reference to assessment requirements (Knowledge and Skills)		**Achieved Yes/No**	**Comments**
Pass	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)		

Sample Questions: Pass Criteria		
K16, S18, B5		
How do you adapt your working methods to accommodate future changes within your industry sector?	Yes ☐	No ☐
Can you provide examples of internal and external factors that have had an impact on your job role? How do you adapt?	Yes ☐	No ☐

Document History

Version	Issue Date	Changes	Role
v1	04/02/2025	First published	Qualification Development Manager