



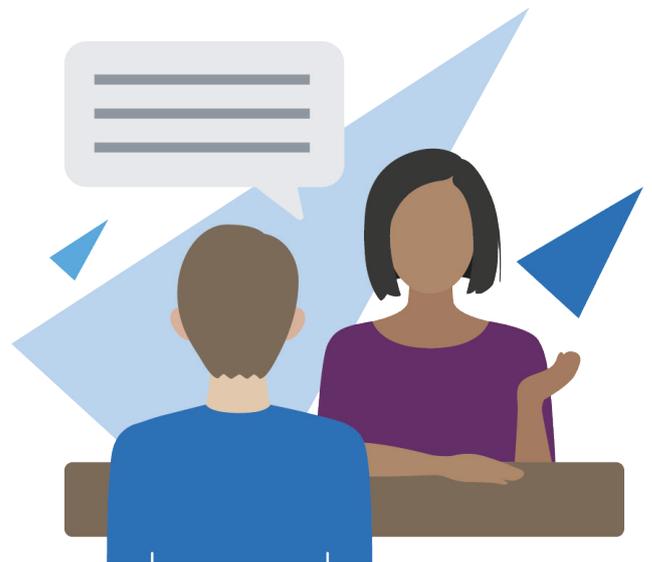
Competence Interview (Supported by Portfolio)

Top tips for getting the best out of your Competence Interview, what to expect and how you can prepare.

What is a Competence Interview?

A Competence Interview is a formal meeting where you will be asked a series of planned and structured questions. Using your portfolio to evidence and support your answers, it is designed to allow you to demonstrate all that you have learnt and applied to your role.

Competence Interviews can differ in length, anything from 30 – 90 minutes, depending upon the assessment plan. The number of questions asked will also be dependent upon the length of the Interview. Questions can be competency-based or scenario-based or a combination of the two, depending upon the assessment plan and the Apprenticeship Standard.



Why is my Portfolio so Important?

A Competence Interview which is supported by a portfolio usually means that your portfolio is submitted at the point of Gateway so that it can be reviewed by the assessor at least 2-3 weeks before the assessment. Although they will not mark it, your assessor will use the portfolio to prepare for the interview, enabling them to select the most suitable questions to allow you to demonstrate your knowledge, skills and behaviours to the best of your ability.

Your assessor wants you to achieve the best result you can. So, we're going to let you into a secret. Put as much effort into your portfolio as you can! It's easy when the answer is in front of you, right?



How Can I Prepare?

- Use our Portfolio guidance ahead of your EPA
- Make sure you know and understand the assessment criteria your portfolio must be referenced against. This way you'll see any potential gaps for yourself before your assessor does!
- Use the support and guidance of your Employer and Training Provider to collate the evidence you need to build a fabulous portfolio
- Ask your Employer and Training Provider to help you practice with our mock set of questions
- Practice saying 'I did' instead of 'we'. It is very easy to talk about what your team have done, but we want to know what you have done
- Record and playback your mock Interviews. This will help you to refine your answers
- Ask if a more unfamiliar person, such as another assessor or manager, could ask you questions. This way, you'll be ready and prepared for assessment day.

What Can I Expect?

Most Competence Interviews can be carried out remotely using Microsoft Teams, so ensure you have access to a computer or tablet with a webcam, a good internet connection and a microphone and speakers. Remember to have your photographic ID ready so we can verify it is really you and don't forget to bring along your Portfolio so you can refer to it.

The Interview can be conducted at your workplace or another suitable agreed venue. It should be quiet and free from any distractions so you are able to perform to your best.

Our assessors are selected because they have a wealth of knowledge and skill in the sector. They are also selected on their ability to put you at ease, make you feel comfortable and allow you to demonstrate your best practice. They also understand which questions to ask and may use some starter warm-up questions to ease you into the Interview before moving to using more complex ones. Remember, it's ok to ask your assessor to repeat or further explain the question.

Awarding UK provides all our learners, training providers and employers with tailored handbooks that give you all the information you need for a successful EPA. Get in touch for more details.