

## Apprentice Advice:

# Best way to approach your project showcase

**Preparing for a project showcase in your end point assessment requires careful planning and organisation to effectively demonstrate your project's success and your role in its execution. Here are some steps to help you prepare:**

**Understand the assessment criteria:** Familiarise yourself with the specific criteria against which your project will be evaluated. Use the resources that Marshall Assessment have sent to your training provider. Review the assessment guidelines, marking scheme, and any other relevant materials to understand what is expected of you during the showcase.

**Know your project inside out:** Develop a comprehensive understanding of your project, including its objectives, scope, methodology, and outcomes. Review all project documentation, such as project plans, requirements, design documents, and test results. Be prepared to explain the project's context, challenges faced, and how you overcame them.

**Identify key achievements:** Identify the key achievements and success factors of your project. Determine the most significant contributions you made and the impact they had on the project's overall success. Prepare to highlight these achievements during the showcase.

**Prepare visual aids:** Create visual aids, such as slides, posters, or demonstrations, to support your project showcase. Use visuals to convey key information, such as project milestones, deliverables, data analysis, or before-and-after comparisons. Keep the visual aids concise, visually appealing, and easy to understand.

**Practice your presentation:** Rehearse your project showcase presentation multiple times to ensure clarity, coherence, and a smooth flow. Practice speaking confidently and engagingly. Time yourself to ensure you stay within the allotted timeframe. Consider recording yourself or seeking feedback from others to improve your delivery.

**Highlight your role and responsibilities:** Clearly articulate your role and responsibilities in the project. Emphasize how you applied your skills, knowledge, and expertise to contribute to its success. Demonstrate your ability to work independently or collaboratively, depending on the nature of the project.

**Anticipate questions:** Anticipate potential questions that assessors may ask during the project showcase. Prepare thoughtful responses that demonstrate your understanding of the project and your ability to address challenges or make informed decisions. Consider using the STAR (Situation, Task, Action, Result) method to structure your answers.

**Showcase tangible outcomes:** If your project has tangible outcomes, such as prototypes, reports, or data analysis, ensure they are readily available during the showcase. Be prepared to discuss these outcomes in detail and explain how they align with the project's objectives.

**Seek feedback:** Request feedback from mentors, colleagues, or subject matter experts who are familiar with your project. Incorporate their suggestions and improve your presentation accordingly. Their insights can help you identify areas for improvement and strengthen your project showcase.

**Remember, the goal of the project showcase is to demonstrate your project's success and your individual contributions. By thoroughly preparing, presenting your work confidently, and effectively conveying the project's outcomes, you can make a strong impression during your end point assessment.**