

Highfield Level 3 End-Point Assessment for ST0383 Spectacle Technician

Apprentice Details

Name	
Employer	
Training Provider	

Portfolio of evidence

It is a requirement of this assessment plan that a portfolio of evidence is submitted at Gateway to support the interview. This is not assessed. Please see the EPA-kit for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each KSB covered in the interview. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

KSB	Evidence name	Evidence reference
K1 Legislation, and regulated activities within the Optical working environment: data protection regulations, General Optical Council GOC, Health & Safety, industry tolerances and Safeguarding (PP1)		
K2 Team working principles (TW1)		
K3 Customer types, including personal and business to business (CS1)		
K6 Order placing methods, for example online, telephone, face to face, and the components of an order (RS3, RS4)		
K8 Stock and stock control systems (PP2)		
K10 Optical equipment: supplier and employer maintenance guidelines including Medical Devices Directive MDD specifications for focimeters (PP3)		
K16 Customer service complaints and their impact (CS2)		

K17 Workplace and industry training and development techniques. Managing own Continuous Professional Development CPD (CPD1)		
K20 The optical manufacturing sector: background, services and future trends (RS1)		
K22 Principles of sustainability and circular economy. Energy efficiency and reuse of materials. Recycling procedures. Efficient use of resources (ES1, ES2)		
K31 The spectacle technician roles and responsibilities, limits of autonomy and reporting channels (RS2)		
K32 Digital technology in the industry: stock management information systems, and equipment digital interfaces (DT1, DT2)		
K33 Bespoke optical products (MB1)		
K34 Internal and external teams, their function and interdependencies (TW1)		
S2 Apply team working principles (TW1)		
S6 Identify, organise and use resources to complete tasks, with consideration for cost, quality, priority and environmental impact (ES1, ES2)		
S9 Identify products, their classification and any impact on manufacturing or quality, for example engravings on safety glasses, and remarking progressives (MB1)		
S10 Monitor stock levels and rotate stock (PP2)		
S11 Collect and use data on productivity and quality to improve processes and staff training (CS1)		
S14 Use information and digital technology. Comply with data protection, and cyber security regulations and policies (DT1, DT2)		
S19 Produce customer orders from online, telephone and face to face requests (RS3, RS4)		

B2 Take personal responsibility for their own sustainable working practices (ES1)		
B3 Act in a professional manner (CS2)		
B4 Support an inclusive culture (TW1)		
B6 Seek new ways of working, whilst committing to Continuous Professional Development CPD (CPD1)		

Apprentice Declaration

I confirm that the evidence contained in this portfolio of evidence is all my own work and any assistance given and/or sources used have been acknowledged.

Signed by apprentice (name)	Signature	Date

Employer Declaration

I confirm that the portfolio of evidence is valid and attributable to the apprentice.

Signed on behalf of employer (name)	Signature	Date