Portfolio Matrix

Highfield Level 4 End-Point Assessment for ST0118 Data Analyst

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 professional discussion. 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 professional discussion. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

Core

KSB	Evidence reference	Evidence location
K1 Current relevant legislation and its application to the safe use of data (PD1)		
K2 Organisational data and information security standards, policies and procedures relevant to data management activities (PD2)		
K5 The differences between structured and unstructured data (PD6)		
K6 The fundamentals of data structures, database system design, implementation and maintenance (PD3)		
K7 Principles of user experience and domain context for data analytics (PD15)		
K10 Approaches to combining data from different sources (PD4, *PD20*)		
K13 Principles of statistics for analysing datasets (PD9)		

K14 The principles of descriptive, predictive and prescriptive analytics (PD13, *PD18*)		
K15 The ethical aspects associated with the use of and collation of data (PD7)		
S5 Assess the impact on user experience and domain context on the data analysis activity (PD5)		
S9 Apply organizational architecture requirements to data analysis activities (PD8)		
S10 Apply statistical methodologies to data analysis tasks (PD9)		
S11 Apply predictive analytics in the collation and use of data (PD13, *PD18*)		
S13 Use a range of analytical techniques such as data mining, time series forecasting and modelling techniques to identify and predict trends and patterns in data (PD11)		
S14 To collate and interpret qualitative and quantitative data and convert into infographics, reports, tables, dashboards, and graphs (PD14, *PD19*)		
B1 Maintain a productive, professional, and secure working environment. (PD1)		
B2 Shows initiative, being resourceful when faced with a problem and taking responsibility for solving problems within their own remit (PD16)		
B5 Identifies issues quickly, enjoys investigating and solving complex problems and applies appropriate solutions. Has a strong desire to push to ensure the true root cause of any problem is found and a solution is identified which prevents recurrence (PD17)		
B6 Demonstrates resilience by viewing obstacles as challenges and learning from failure (PD10)		
B7 Demonstrates an ability to adapt to changing contexts within the scope of a project, direction of the organisation or Data Analyst role (PD12)		

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