Portfolio Matrix

Highfield Level 3 End-Point Assessment for ST0795 Data 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 professional discussion underpinned by a portfolio of evidence. 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 underpinned by a portfolio of evidence. 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: Types of data, for example, structured, unstructured, qualitative, quantitative, numeric, strings, compound data types. (DG6)		
K2: Common sources of data, for example, internal, external, open data sets, public and private. (DG6)		
K3: Data storage formats and their importance for analysis, for example, relational database tables, spreadsheets, bespoke digital applications, comma separated value lists, text documents, voice and video. (DG7)		
K7: Why it may be important to anonymise data, for example for privacy, security and regulatory compliance, or to eliminate potential for bias. (DG8)		

K8: How to anonymise data, for example one-for-one replacement of names, addresses or telephone numbers with distinct new values, without changing data structure or relationships. (DG8)		
K9: Management and presentation tools to visualise and review the characteristics of data. Examples include spreadsheets with tables and charts, dashboarding tools, custom tools for particular data types, systems or contexts. (DD1)		
K10: Communication tools and technologies for collaborative working, including the ability to share data and findings of data reviews. Examples include dashboards, shared whiteboards, or presentation tools for video conferencing for face-to-face contexts or digital presentation displays. (DD1)		
K11: Communication methods, formats and techniques to help audiences understand data findings and their implications, for example written, verbal, non-verbal, presentation, email, conversation, storytelling and active listening. (DD1)		
K12: Roles within an organisation needing access to data or to understand data findings, and how these roles impact the amount of detail needed in data communications, for example, customer, manager, peer; technical and non-technical. (DD2, *DD6*)		
K17: Common data quality issues that can arise for example misclassification, duplicate entries, spelling errors, obsolete data, compliance issues and misinterpretation or translation of meaning. (DA6)		
K18: Methods of validating data and the importance of taking corrective action, for example checking the source of information, identification and standardisation of outliers, adjusting item counts or totals of values. (DA6)		

K19: Legal and regulatory requirements surrounding the use of data for example GDPR, Data Protection Act, data security, intellectual property rights, data sharing, marketing consent, personal data definition, and sector specific standards. (DD4, *DD7*)		
K20: The ethical use of data, including in relation to its use with Artificial Intelligence and other automated systems, and the potential impacts of unethical use of data on the organisation. (DG9)		
K21: The value of data to an organisation, for example to understand behaviours, to assess stakeholder sentiment, to interpret inputs received, to identify trends, to improve decision making and efficiency, or to build strategic or tactical plans to address a current situation. (DD3)		
K22: The significance of understanding cultural awareness, diversity and accessibility with respect to data sets. (DD5)		
K23: The relationships between data, machine learning, Internet of Things (IoT), Artificial Intelligence (AI) and Generative AI. For example, the impact of data and any biases within it on training AI models, and the impact of AI on data volume, quality, security, privacy and ethical considerations. (DG9)		
K24: Sustainable data practices for example organisational policies and procedures relating to environmental impact and sustainability, green data centres, and responsible data storage. (AW2)		
K25: Principles and policies of equity, diversity and inclusion in the workplace and their impact on the organisation. (AW2)		
S8: Demonstrate the different ways of communicating meaning from data in line with audience requirements. (DD1)		

S9: Produce clear and consistent documentation of the data provided to others and of actions completed. Where appropriate or mandated by the working context, this documentation should use standard organisational templates. (DD2, *DD6*)		
S10: Store, manage and distribute data in compliance with organisational, national, sector specific standards and or legislation. (DD4, *DD7*)		
S11: Considers sustainability and ways to reduce impact. For example, using cloud storage, sharing links to files, avoid storing multiple versions of files, and reducing the use of physical handouts of documentation. (AW2)		
S12: Parse data against standard formats, and test and assess confidence in the data and its integrity. (DA6)		
S13: Operate collaboratively in a working context that accounts for, and takes advantage of, the roles, skills and activities of others, especially those interacting with the same data sets or working towards a common goal. (AW1)		
S14: Prioritise own activities within the context of the duties to be performed, taking account of any known or expected impact on others. (AW1)		
S15: Follows equity, diversity and inclusion policies in the organisation for a common goal. (AW2)		
B1: Manage own time to meet deadlines and manage stakeholder expectations whether working independently or in a multidisciplinary team. (AW1)		
B2: Work independently and methodically. (AW1)		
B3: Support social inclusion in the workplace. For example consider the needs of the audience. (AW2)		
B4: Takes responsibility for acting sustainably in their role for example switching off lights and systems when not in use, reducing file size and attachments on emails, and recycling. (AW2)		

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