

## Highfield Level 2 Foundation Apprenticeship for FA0005 Software and Data

### Apprentice Details

Name	
Employer	
Training Provider	

### Portfolio of evidence

Please see the Assessment Specification for more information on the requirements for the portfolio of evidence.

Please indicate below which piece of evidence is mapped to each knowledge and skills statement covered in the portfolio of evidence. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

Knowledge and Skills	Evidence reference	Evidence location
<b>K2:</b> Digital systems, infrastructure, networks, software packages and programmes.*		
<b>K3:</b> Roles and responsibilities of stakeholders.		
<b>K4:</b> Own role and responsibilities and how they help to achieve the needs of the organisation.		
<b>K5:</b> Documentation and systems.*		
<b>K7:</b> Function and operation of the stages within the solutions life cycle.*		
<b>K8:</b> User requirements, needs and priorities.		
<b>K9:</b> Essential solution architecture and testing.*		
<b>K10:</b> Emerging technologies: automation or AI in the sector and or occupation.*		
<b>K11:</b> Identify types and sources of data.*		

<b>K13:</b> Principles of data extraction, validations, formatting, collating and anonymising.*		
<b>K14:</b> Fundamentals of data presentation.*		
<b>K15:</b> Essentials of the software development cycle and how it connects with the user experience.*		
<b>K16:</b> Software testing frameworks.*		
<b>S2:</b> Use of infrastructure, networks, software, packages or programmes.*		
<b>S3:</b> Apply knowledge of solutions to resolve issues and support users knowing when and who to escalate to.*		
<b>S4:</b> Test performance and usability.*		
<b>S5:</b> Apply sustainability practices in their role.		
<b>S6:</b> Maintain documentation, systems and follow organisational process and procedures.*		
<b>S7:</b> Use digital technologies to support daily work activities.*		
<b>S9:</b> Format, present and save data.*		
<b>S10:</b> Support to store, retrieve and communicate data.*		
<b>S11:</b> Review data sets to ensure accuracy.*		
<b>S12:</b> Write or source simple code for software requirements.*		
<b>S13:</b> Test simple code.*		

### **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