

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. 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
K1: Range of different types of existing data. Common sources of data - internal, external, open data sets, public and private. Data formats and their importance for analysis. Data architecture - the framework against which data is stored and structured including on premises and cloud. (DG8, DG9, DG10, DG11, DG12, DG13)	
K4: Data formats and their importance for analysis Management and presentation tools to visualise and review the characteristics of data Communication tools and technologies for collaborative working. (DG8, DG9, DG10, DG11, DG12, DG13)	
K5: Communication methods, formats and techniques, including: written, verbal, non-verbal, presentation, email, conversation, audience and active listening Range of roles within an organisation, including: customer, manager, client, peer, technical and non-technical. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
K6.2: The value of data to the business. (DG8, DG9, DG10, DG11, DG12, DG13)	

K10: The range of common data quality issues that can arise e.g. misclassification, duplicate entries, spelling errors, obsolete data, compliance issues and interpretation/translation of meaning. (DA7)	
K11: Different methods of validating data and the importance of taking corrective action. (DA7)	
K12: Communicating the results through basic narrative. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
K13: Legal and regulatory requirements e.g. Data Protection, Data Security, Intellectual Property Rights (IPR), Data sharing, marketing consent, personal data definition. The ethical use of data. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
K14: The significance of customer issues, problems, business value, brand awareness, cultural awareness/ diversity, accessibility, internal/ external audience, level of technical knowledge and profile in a business context. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
K15: The role of data in the context of the digital world including the use of eternal trusted open data sets, how data underpins every digital interaction and connectedness across the digital landscape including applications, devices, IoT, customer centricity. (DG8, DG9, DG10, DG11, DG12, DG13)	
K16: Different learning techniques, learning techniques and the breadth and sources of knowledge. (AW4, AW5, AW6, AW7)	
S10: Demonstrate the different ways of communicating meaning from data in line with audience requirements. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
S11: Produce clear and consistent technical documentation using standard organisational templates. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
S12: Store, manage and distribute in compliance with data security standards and legislation. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
S13: Explain data and results to different audiences in a way that aids understanding. (DD1, DD2, DD3, DD4, DD5, DD6, DD7, DD8)	
S14: Review own development needs. (AW4, AW5, AW6, AW7)	
S15: Keep up to date with developments in technologies, trends and innovation using a range of sources. (AW4, AW5, AW6, AW7)	
S17: Operate as part of a multi-functional team. (AW4, AW5, AW6, AW7)	
B1: Manage own time to meet deadlines and manage stakeholder expectations. (AW4, AW5, AW6, AW7)	

B5: Work with a range of internal and external customers. (AW4, AW5, AW6, AW7)	
B6: Value difference and be sensitive to the needs of others. (AW4, AW5, AW6, AW7)	

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