Portfolio Matrix

Highfield Level 3 End-Point Assessment for ST0384 Team Leader or Supervisor

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.

Building a high performance team

KSB	Evidence reference	Evidence location
K2.1: Understand people and team management models, including team dynamics and motivation techniques (BH1, *BH4*)		
K8.2: Understand learning styles, feedback mechanisms and how to use emotional intelligence (BH1)		
S2.1: Able to build a high-performing team by supporting and developing individuals, and motivating them to achieve (BH1, *BH4*)		
S2.2: Able to set operational and personal goals and objectives and monitor progress, providing clear guidance and feedback (BH1)		

S3.1: Building trust with and across the team, using effective negotiation and influencing skills, and managing any conflicts (BH3)		
S3.2: Able to input to discussions and provide feedback (to team and more widely), and identify and share good practice across teams (BH2)		
S4.2: Use of active listening and provision of constructive feedback (BH2, *BH5*)		
B2.1: Open, approachable, authentic, and able to build trust with others (BH2)		
B4.1: Sets an example, and is fair, consistent and impartial (BH1)		

Project management

K6.1: Understand the project life cycle and roles (PM1)		
K6.2: Know how to deliver a project including: managing resources, identifying risks and issues, using relevant project management tools (PM1)		
S6.1: Able to organise, manage resources and risk, and monitor progress to deliver against the project plan (PM1)		
S6.2: Ability to use relevant project management tools and take corrective action to ensure successful project delivery (PM2, *PM3*)		

Organisation governance

K2.2: Understand HR systems and legal requirements, and performance management techniques including setting goals and objectives, conducting appraisals, reviewing performance, absence management, providing constructive feedback, and recognising achievement and good behaviour (OG1, *OG3*)		
K7.1: Understand organisational governance and compliance, and how to deliver Value for Money (OG1)		
K7.2: Know how to monitor budgets to ensure efficiencies and that costs do not overrun (OG1)		

S7.1: Applying organisational governance and compliance requirements to ensure effective budget controls (OG1, *OG3*)		
B4.3: Operates within organisational values (OG2, *OG3*)		

Managing self

K8.1: Know how to be self-aware and understand unconscious bias and inclusivity (MS1)		
K9.1: Understand time management techniques and tools, and how to prioritise activities and approaches to planning (MS2)		
S8.1: Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received (MS2, *MS3*)		
S9.1: Able to create an effective personal development plan, and use time management techniques to manage workload and pressure (MS2)		
B2.2: Seeks views of others (MS2)		
B4.2: Open and honest (MS2)		

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