

Highfield Level 5 End-Point Assessment for ST0385 Operations/Departmental Manager

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
Understand own impact and emotional intelligence. Understand different and learning and behaviour styles. (K8.1, K8.2)		
Able to reflect on own performance, working style and its impact on others (S8.1)		
Able to create a personal development plan. Use of time management and prioritisation techniques. (S9.3)		
Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations. Seeks new opportunities. (B11.1, B11.2, B11.3, B11.4)		
Open, approachable, authentic, and able to build trust with others. Seeks the views of others and values diversity. (B12.1, B12.2)		

Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responding well to feedback and need for change. Open to new ways of working. (B13.3, B13.4)		
Sets an example, and is fair, consistent and impartial. Open and honest. Operates within organisational values (B14.1, B14.2, B14.3)		

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