

## Highfield Level 3 End-Point Assessment for ST0193 Improvement Technician Standard

### Apprentice Details

Name	
Employer	
Training Provider	

### Log evidence matrix

It is a requirement of this assessment plan that a log evidence matrix is submitted at Gateway to support the professional discussion. This is not assessed. Please see EPA-kit for more information on the requirements for the log evidence matrix.

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.

KSB	Evidence reference	Evidence location
K2 Improvement team roles and responsibilities in a change environment (PD6)		
K3 Different sources for knowledge development (PD7)		
S2 Share improvement progress through appropriate reporting (PD8)		
S3 Plan, manage and implement improvement activities. Identify and support management of risks. Develop the business case for improvement activity and implementation (PD9)		
S4 Engage through communications. Reinforce – positively and negatively. Effectively coach peers (PD10)		
S17 Recognise the value of sharing best practice (PD11)		
B1 Clear commitment for identifying opportunities and delivering improvements, pays attention to detail (PD1, PD12, PD14, PD16)		
B2 Helps when asked, works effectively in a diverse team, considers impact of own actions on others, motivates peers (PD2)		

B3 Acts in a moral, legal and socially appropriate manner, aligns behaviours to the organisations values, trusted to working on own when appropriate (PD3)		
B4 Acts upon feedback, reflects on performance and has a desire for learning (PD4, PD13, PD15)		
B5 Ensures safety of self and others, challenges safety (PD5)		

### 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