

## Highfield Level 4 End-Point Assessment for ST0192 Improvement Practitioner

### Apprentice Details

Name	
Employer	
Training Provider	

### Log

It is a requirement of this assessment plan that a log 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 log.

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 name	Evidence reference
K2 Decision-making techniques e.g. consensus, authority rule, majority rule (PD11)		
S2 Speak and write clearly. Influence others, question effectively. Plan and deliver meetings presenting insight to engage audiences (PD12)		
S3 Observe, listen, use questioning, provide feedback and spot learning opportunities (PD13)		
S4 Define, sequence, plan and schedule activities with phases and milestones. Estimate effort and duration. Create and update project charter. Review progress (PD14)		
S5 Sponsorship contract, surface and manage resistance, build compelling narratives for change, assess change impact (PD15)		

S18 Plan designed experiment with clear objectives, and appropriate levels of Measurement Systems Analysis, analyse experiment data and optimise (PD16, PD17, PD18)		
S21 Conduct structured benchmarking to support target setting (PD19)		
B1 Continuous drive for change and encourages others to deliver results across functional areas capturing and standardising best practice (PD1, PD2, PD20, PD22)		
B2 Awareness of own and others' working styles. Creates high performing team (PD3)		
B3 Promotes a moral, legal and socially appropriate working manner, aligns behaviours to the organisation's values. Maintains flexibility to needs of project (PD4, PD5)		
B4 Proactively seeks and acts on feedback. Reflects on performance and has a desire for development. Adapts quickly to working with new situations/stakeholders/challenges (PD6, PD7, PD8, PD9, PD21, PD23)		
B5 Ensures safety of self and others, speaks out to challenge safety issues (PD10)		

### 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