Highfield Level 3 End-Point Assessment for ST0330 Security First Line 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.

The portfolio of evidence must cover Standard areas 1, 2, 4, 5, 8, 9, 11, 12 and Core Behavioural Competencies listed below. Please note – distinction criteria are identified in *italic text*. Standard areas 3, 6, 7 and 10 must be covered and evidenced in the synoptic work-based project.

KSB	Evidence reference	Evidence Location
K1 Have complete understanding of current health and safety regulations, with a view to minimising health and safety risks and hazards to health and wellbeing, relevant to the Security Context/ Environment in which you operate e.g. private Security Industry, MOD, Event Security, 'in–house', Dept for Transport. (HS1, HS2, HS3, HS4, *HS5*)		
K2 Understand the market in which the role operates and the specific needs of each customer/industry stakeholder, thus developing strong customer relationships and confidence in the security provision. (CS1, CS2, CS3, CS4, *CS5, CS6)*		

K3 Understand the Organisational structure, policies and procedures as well as potential threats to the industry, modus operandi of individuals and specific organisations, both internally and externally. (SR1, SR2, SR3, SR4, *SR5, SR6)*		
K4 Awareness of the role requirements and individual knowledge and skills and security specific accreditation/certification of personnel needed to carry out their role within the Security Environment. Understanding of Employment law, human rights, policies and procedures governing people management, and knowledge of leadership and motivational theories and principles. (SM1, SM2, SM3, SM4, SM5, *SM6, SM7)*		
K5 Knowledge of relevant regulations governing security on a local and national scale. Understand areas of development that need to be addressed, of a security nature, in relation to specific customer needs. (CP1, CP2, CP3, CP4, CP5, CP6, *CP7, CP8, CP9)*		
K8 Be conscious of the need for the appropriate use of written/verbal communication in all areas of security, including effective use of radios. Control access to customer and client information, security details, alarm codes, keys etc. (C1, C2, C3, C4*, C5, C6, C7)*		
K9 Know the impact and effects that your industry has on the environment and your responsibility to that community. Understand the importance of linking in with intelligence sources and crime/threat reduction initiatives. (CR1, CR2, CR3, *CR4)*		
K11 Understand the 'bigger picture'. Be aware of how your role impacts on others and the Security Environment**.** (SF1, SF2, SF3, *SF4, SF5, SF6)*		
K12 Awareness of all personnel and equipment in your area of responsibility e.g. Screening equipment, radios, CCTV equipment, barriers etc. (RM1, RM2, *RM3, RM4)*		
S1 Application of health and safety policies and practices, ensuring compliance with all legislation and regulations whilst minimising risks and threats derived from operating in a Security related role. (HS1, HS2, HS3, HS4, *HS5)*		

S2 Ability to deliver a specific solution to meet the security needs of customer/industry stakeholder. Develop strong relationships and demonstrate competence and reliability in relation to security solutions and advice. (CS1, CS2, CS3, CS4, *CS5, CS6)*		
S3 Identify and manage the threat effectively and use appropriate resources to reduce risks to the customer/organisation. (SR1, SR2, SR3, SR4, *SR5, SR6)*		
S4 The ability to interact with and manage people professionally and with integrity, whilst remaining compliant with all National and International Security regulations and guidelines, employment law and human rights acts. Providing coaching and guidance to instil confidence and competence within the workforce. (SM1, SM2, SM3, SM4, SM5, *SM6, SM7)*		
S5 The ability to review and effect change in relation to analysis of information/intelligence, feedback received, of a security nature. (CP1, CP2, CP3, CP4, CP5, CP6, *CP7, CP8, CP9)*		
S8 The ability to communicate effectively on all levels, in various formats, both internally and externally, particularly during crisis management, incident reporting, liaising with other providers, such as Emergency Services. (C1, C2, C3, C4*, C5, C6, C7)*		
S9 Identify and implement effective measures to reduce/minimise risk and promote community social responsibility. (CR1, CR2, CR3, *CR4)*		
S11 Deliver solutions to meet specific security expectations, to ensure successful completion of responsibilities. (SF1, SF2, SF3, *SF4, SF5, SF6)*		
S12 Utilise resources effectively, without injury or loss, in order to ensure full delivery of Security Service standards. (RM1, RM2, *RM3, RM4)*		
B2 To demonstrate conduct that is in line with organisational Standards		
B5 Exceed customer expectations and add value where possible		
B6 To promote confidence by complying with organisational policy and legislation		

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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