Portfolio Matrix

Highfield Level 3 End-Point Assessment for ST1007 Aviation Flight Operations Coordinator

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 interview. 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 interview. Please use the same reference as the file name to ensure the correct piece of evidence can be located.

KSB	Evidence reference	Evidence location
K3: The sector specific notifications and the impact to operational performance data. For example, Notices to Air Missions, Industrial action, Safety & Security bulletin. (RADM1)		
K5: The roles and responsibilities of different colleagues and stakeholder in operations and control. (CC2)		
K7: Sector specific factors that will influence decision-making within operations control. (RADM1)		
K8: Limits of authority, when to escalate tasks and issues, and to whom. (RADM2)		
K10: Environment and sustainability regulations, relevant to the occupation and co-ordinator's responsibilities. (SU1, *SU2*)		
K11: Their organisation's operational, ethical and safety priorities. (SU1, *SU2*)		

K18: Techniques for written communication, plain English principles, and industry terminology. (CC3, *CC4*)		
K19: Aircraft position trends and analysis techniques. (OC4, *OC6*)		
K20: Weather forecasts, trends, and the effect of changing weather conditions on the aircraft, flight crew, and operational delivery. (OC5, *OC7*)		
K21: Equity, diversity and inclusion legislation, and its impact on the aviation sector. (EDI1, *EDI2*)		
S7: Escalate issues and tasks in line with organisational and sector procedures. (RADM2)		
S8: Assess the risk and manage the impact of external factors on operational activities, for example scheduled disruptions, force majeure. (RADM1, *RADM3*)		
S15: Communicate data and information in writing with others, for example internal and external customers, colleagues, and managers. (CC3, *CC4*)		
S16: Analyse aircraft positioning trends. (OC4, *OC6*)		
S17: Use weather forecasts, trends, and conditions to support in operational delivery. (OC5, *OC7*)		
S18: Follows equity, diversity and inclusion legislative guidance. (EDI1, *EDI2*)		
B1: Contributes to equity, diversity, and inclusivity in the workplace. (EDI1, *EDI2*)		
B2: Committed to maintaining and enhancing competence of self through Continued Professional Development (CPD). (CPD1)		
B3: Respond and adapt to work demands and situations.		
B4: Collaborate within teams, across disciplines and with internal and external stakeholders. (RADM1)		
B5: Act professionally, considers their organisation's operational, ethical, safety and sustainability priorities. (SU1, *SU2*)		

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