

Highfield Level 3 End-Point Assessment for ST0384 Team Leader/Supervisor

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.

Core

KSB	Evidence reference	Evidence location
Know how to be self-aware and understand unconscious bias and inclusivity. Understand learning styles, feedback mechanisms and how to use emotional intelligence. (K8.1, K8.2, K8.3, K8.4, K8.5)		
Understand time management techniques and tools, and how to prioritise activities and approaches to planning (K9.1, K9.2, K9.3)		
Understand problem solving and decision-making techniques, and how to analyse data to support decision making (K10.1, K10.2)		
Able to reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received. (S8.1, S8.2, S8.3)		

Able to create an effective personal development plan, and use time management techniques to manage workload and pressure (S9.1, S9.2)		
Use of effective problem-solving techniques to make decisions relating to delivery using information from the team and others, and able to escalate issues when required (S10.1, S10.2)		
Drive to achieve in all aspects of work. Demonstrates resilience and accountability. Determination when managing difficult situations. (B11.1, B11.2)		
Open, approachable, authentic, and able to build trust with others. Seeks views of others (B12.1, B12.2, B12.3)		
Flexible to the needs of the organisation. Is creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, responds well to feedback and need for change. (B13.1, B13.2, 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, B14.4)		

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