

Portfolio Matrix

Highfield Level 4 End-Point Assessment for ST0088 Children, Young People and Families Practitioner Standard

Apprentice Details

Name	
Employer	
Training Provider	
Pathway	

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 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
K1.1 Communication that enables the voice of the child,		
young person or family members to be heard (CI1, C12, CI3,		
CI4, CI5, CI6, CI7, CI8)		
K1.2 Multiple factors that contribute to uncertainty in the		
lives of children, young people and families (CI1, C12, CI3,		
CI4, CI5, CI6, CI7, CI8)		
K1.3 Equality, rights, diversity and cultural differences, and		
the values of the organisation in which you are working (CI1,		
C12, CI3, CI4, CI5, CI6, CI7, CI8)		
K1.4 The range of potential safeguarding risk factors (e.g.		
domestic violence, membership of gangs, missing children,		
online activity, radicalisation and Prevent agenda), the		
different forms of harm to children and vulnerable adults		
(e.g. neglect, child sexual exploitation, physical abuse,		



emotional abuse) and the local and national thresholds for safeguarding (CI10, CI13)	
K1.5 The safeguarding requirements contained within	
mandatory local safeguarding training or nationally	
accredited equivalent (CI10, CI13)	
decreated equivalent (CI10, CI13)	
K1.6 Child, adolescent and adult development (CI16, CI17)	
K1.7 The spectrum of needs and how they may be met	
(CI16, CI17)	
K1.8 The principles of effective assessment and the	
importance of analysis and professional judgement (CI16,	
CI17)	
K1.9 Models for monitoring changes in a child, young	
person or family member's wellbeing (CI18, CI21)	
K1.10 A range of evidence-based interventions and their	
strengths and weaknesses (CI18, CI21)	
K1.11 Theories and guidelines underpinning sound practice	
(OP3, OP4, OP6, OP7)	
K1.12 Systems and policy frameworks for work with children,	
young people and families. e.g. education, health, care,	
employment, criminal justice, special educational needs and	
disabilities, first aid, safeguarding (CI24, CI25)	
K1.13 The role of professional judgement and analysis in	
complex situations (CI26, CI27, CI29, CI30)	
K1.14 The importance of considering ethics and values,	
challenging self and the systems in use (CI26, CI27, CI29,	
CI30)	
S1.1 Communicates in way that enables the voice of the	
child, young person or family members to be heard (CI4,	
CI9)	
S1.2 Encourages individuals to engage positively with their	
community and relevant agencies and actively participate in	
the way their care and support is delivered (CI4, CI9)	
S1.3 Actively promotes respect, equality, diversity and	
inclusion (CI4, CI9)	
S1.4 Works together with children, young people and	
families to keep them safe and manage risk and promoting	
the development of skills the family need to successfully	
manage risk themselves (CI11, CI14)	
S1.5 Works with and supports other professionals to	
respond to safeguarding concerns (CI12, CI5)	
S1.6 Identifies the influences on the individual and the	
family and supports them to make informed choices (OP1,	
OP2)	
S1.7 Leads on the development and recording of holistic	
plans, delivery of interventions and evaluates their	
effectiveness (OP1, OP2)	
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S1.8 Identifies and manages evidence-based approaches	
and evaluates their effectiveness (CI19, CI20, CI21, CI22)	
S1.9 Contributes to the development of a resilient,	
consistent and persistent approach to practice (CI19, CI20,	
CI21, CI22)	
S1.10 Models clarity of purpose, clear expectations and a	
professional approach to decision making (OP5, OP8)	
S1.11 Contributes to own professional development (OP5,	
OP8)	
S1.12 Demonstrates critical evaluation of practice and	
insight into own emotions, behaviour and feelings, and uses	
these insights to challenge own practice (CI28, CI31)	
S1.13 Takes an active part in continuous professional	
development (CI28, CI31)	
S1.14 Sharing and agreeing goals and outcomes when	
building relationships with partner organisations, other	
workers, children, young people and families, to ensure	
appropriate and timely support (CI32, CI33)	
Care - Respecting and valuing individuals to keep them safe,	
being affirming and working with them to help them make a	
positive difference to their lives (B1)	
Compassion - Consideration and concern for children,	
young people and their families, combined with an	
understanding of the perspective of those you work with	
(B2)	
Courage - Honesty and a positive belief in helping children,	
young people and families. Being confident when faced with	
confrontation, holding a safe space to manage and contain	
really difficult behaviours and working with children, young	
people and families to challenge and enable them to fulfil	
their potential (B3)	
Communication - Your work is based on building effective	
relationships, being perceptive and empathic and building	
good rapport (B4)	
Competence - The relationships you build to effect change	
for children, young people and families will be informed by	
social care ethics and values and will be developed through	
reflective practice (B5)	
Commitment - Creating sustainable change in others by	
working alongside children, young people and families and	
being authentic, consistent, patient, persistent and resilient	
(B6)	



Option 1: practitioner in children's residential care

KSB	Evidence reference	Evidence location
K1.17 The legislation and compliance requirements for		
residential care (RC1, RC2, RC3, RC4, RC5, RC6)		
K1.18 The aspirations for a child in residential care (RC1,		
RC2, RC3, RC4, RC5, RC6)		
K1.19 Group living and group dynamics (RC1, RC2, RC3, RC4,		
RC5, RC6)		
K1.20 Legislation and the Code of Practice for Special		
Educational Needs and Disability (RC1, RC2, RC3, RC4, RC5,		
RC6)		
K1.21 The ethos of the home and how to create and		
promote it. (RC11, RC12)		
K1.22 Team dynamics and collaborative approach in		
residential environment (RC14, RC15)		
S1.18 Assumes the role of professional parent (RC7, RC8,		
RC9, RC10)		
S1.21 Develops and promotes the ethos of the home (RC13,		
RC16)		

Option 2: practitioner within the community

KSB	Evidence reference	Evidence location
K1.23 Practice and principles of effective multi agency		
working (C1, C3) S1.22 Builds networks with others and contributes to the		
development and evaluation of interventions (C2, C4)		
S1.23 Challenges interagency non-performance (C2, C4)		
S1.24 Negotiates and navigates the systems of social welfare to secure effective joint outcomes (C2, C4)		
S1.25 Engages effectively with child, young person and/or family members (C5, C6, C7, C8, C9, C10)		
S1.26 Supports children, young people or vulnerable adults		
to identify and take action to deal with safeguarding risk		
(C5, C6, C7, C8, C9, C10)		

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