

# **Portfolio Matrix**

# **Highfield Level 2 End-Point Assessment for ST0216 Healthcare Support Worker**

#### **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.

KSB	Evidence reference	Evidence location
K7: Techniques and principles to perform basic life support (PC5)		
K9: The importance of prescribed medication and the limitations of own role in relation to medication (PC6)		
K14: Local systems to manage appointments, including IT and telephone systems, how and where to sign-post individuals (PC7)		
K16: The meaning of 'capacity', the differences between mental illness, dementia and learning disability and the impact of these conditions on an individual's needs (PC8)		
K17: The principles of health promotion, availability of services to support individuals with lifestyle choices and how referrals can be made if required (PC9, PC10)		
K22: The meaning of 'risk' in the workplace, ways to identify and raise concerns and own responsibilities in relation to incidents, errors and near misses (R1, R2)		
K23: The principles of continuing personal development and the local arrangements for appraisal and supervision (CR1		
K24: The principles of the 'Care Certificate' (CR2)		

K25: The principles of reflective practice (CR3, CR4)	
K26: The principles of 'quality improvement' (Q1, Q2)	
K27: Ways to source evidence to support improvement in the workplace (Q1, Q2)	
S7: Perform basic life support (PC5)	
S9: Assist the registered practitioner in encouraging individuals to take or use their prescribed medication (PC6)	
S14: Support others with appointments, enquiries and referrals (PC7)	
S16: Recognise and respond to limitations in an individual's mental capacity (PC8)	
S17: Act on opportunities to support others to maximise their health, well-being and positive lifestyle choices (PC9, PC10)	
S22: Take action in response to identified concerns, risks, incidents or errors and near misses arising in the workplace (R1, R2)	
S23: Participate in appraisal and supervision to support ongoing personal development (CR1)	
S24: Participate in training and development activities including the Care Certificate Standards (CR2)	
S25: Reflect on own practice (CR3, CR4)	
S26: Contribute to improvement activities in the workplace, for example collecting and logging data for audit (Q1, Q2)	
S27: Use evidence to make suggestions for improving practice (Q1, Q2)	
B3: Be adaptable, reliable and consistent (CR1)	

### **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