Highfield Level 3 End-Point Assessment for ST0384 Team Leader

Mock Assessment Materials

Professional Discussion underpinned by a Portfolio of Evidence

Building a high performing team			
Ref	**Assessment Criteria (Pass)**	**Achieved**	**Not achieved**
BH1	Describes their approach to identifying and supporting the learning and development needs of team members, as well as seeking out opportunities to develop their own learning and professional development (K2, S4, B4)		
BH2	Describes the leadership, management and performance management techniques and tools they use to organise, prioritise, and allocate work activities (K1, K17, S2)		
BH3	Explains their approach to sharing best practice and advising stakeholders on the practical application of regulation and legislation relevant to their work within the organisation (S12)		
BH4	Explains how they have ethically and inclusively applied policies and procedures relating to people and organisational culture to support equity, diversity, and inclusion in the workplace (K10, K23, B1)		
Ref	*Assessment Criteria (Distinction)*	**Achieved**	**Not achieved**
BH5	*Evaluates their approach to supporting and promoting equity, diversity, and inclusion in terms of impact on the workplace (K10, K23, B1)*		

	Communication and implementing operational plans		
Ref	**Assessment Criteria (Pass)**	**Achieved**	**Not achieved**
CI1	Explains how they use and manage resources and collaborate with stakeholders to implement and deliver operational goals and team plans within their level of responsibility and accountability (K7, K18, S1, S14)		
CI2	Explains how they communicated the impact of organisational strategy on different stakeholders using different types of media to ensure understanding (S11, S13)		
Ref	*Assessment Criteria (Distinction)*	**Achieved**	**Not achieved**
CI3	*Evaluates the impact of the techniques they have used to communicate how organisational strategy impacts stakeholders, suggesting improvements to facilitate their understanding of what is required (S11, S13)*		

	Managing change and continuous improvement		
Ref	**Assessment Criteria (Pass)**	**Achieved**	**Not achieved**
MC1	Explains how they apply the principles of change management and continuous improvement to work processes to identify areas where performance can be enhanced (K13, S7)		
MC2	Describes how they negotiate with and challenge stakeholders and others, when managing change, and the activities used to resolve and reduce conflict (S10, S16)		
MC3	Describes their approach to managing budgets and maximising the use of resources (K22)		
Ref	*Assessment Criteria (Distinction)*	**Achieved**	**Not achieved**
MC4	*Evaluates the extent to which continuous improvement techniques improve work processes (K13, S7)*		

Using technology			
Ref	**Assessment Criteria (Pass)**	**Achieved**	**Not achieved**
UT1	Describes the technology, software, and methods they use to produce documentation and support activities for the business, and how they monitor their use to reduce energy consumption when not in use (K14, S8, S19)		

Contributing to a project			
Ref	**Assessment Criteria (Pass)**	**Achieved**	**Not achieved**
CP1	Explains how they utilise project management tools and techniques to plan a project, prioritise activities, monitor progress, and take corrective action to deliver against the project plan on time whilst taking ownership of the tasks (K4, K8, S6, B3)		