

# **Portfolio Matrix**

# Highfield Level 3 End-Point Assessment for ST0383 Spectacle Technician

### **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 name	Evidence reference
K1 Legislation, and regulated activities		
within the Optical working environment:		
data protection regulations, General		
Optical Council GOC, Health & Safety,		
industry tolerances and Safeguarding		
(PP1)		
K2 Team working principles (TW1)		
K3 Customer types, including personal		
and business to business (CS1)		
<b>K6</b> Order placing methods, for example		
online, telephone, face to face, and the		
components of an order (RS3, <i>RS4</i> )		
K8 Stock and stock control systems		
(PP2)		
K10 Optical equipment: supplier and		
employer maintenance guidelines		
including Medical Devices Directive		
MDD specifications for focimeters (PP3)		
K16 Customer service complaints and		
their impact (CS2)		

K17 Workplace and industry training and development techniques. Managing		
own Continuous Professional		
Development CPD (CPD1)		
K20 The optical manufacturing sector:		
background, services and future trends		
(RS1)		
K22 Principles of sustainability and		
circular economy. Energy efficiency and		
reuse of materials. Recycling		
procedures. Efficient use of resources		
(ES1, <i>ES2</i> )		
<b>K31</b> The spectacle technician roles and		
responsibilities, limits of autonomy and		
reporting channels (RS2)		
<b>K32</b> Digital technology in the industry:		
stock management information		
systems, and equipment digital		
interfaces (DT1, <i>DT2</i> )		
K33 Bespoke optical products (MB1)		
K34 Internal and external teams, their		
function and interdependencies (TW1)		
<b>S2</b> Apply team working principles (TW1)		
<b>S6</b> Identify, organise and use resources		
to complete tasks, with consideration		
for cost, quality, priority and		
environmental impact (ES1, <i>ES2</i> )		
<b>S9</b> Identify products, their classification		
and any impact on manufacturing or		
quality, for example engravings on		
safety glasses, and remarking		
progressives (MB1)		
S10 Monitor stock levels and rotate		
stock (PP2)		
S11 Collect and use data on productivity		
and quality to improve processes and		
staff training (CS1)		
S14 Use information and digital		
technology. Comply with data		
protection, and cyber security		
regulations and policies (DT1, DT2)		
C10 Droduce sustance and are from		
<b>S19</b> Produce customer orders from		
online, telephone and face to face		
requests (RS3, <i>RS4</i> )		
	I .	

<b>B2</b> Take personal responsibility for their own sustainable working practices (ES1)	
OWIT Sustainable Working practices (EST)	
<b>B3</b> Act in a professional manner (CS2)	
<b>B4</b> Support an inclusive culture (TW1)	
<b>B6</b> Seek new ways of working, whilst	
committing to Continuous Professional	
Development CPD (CPD1)	

## **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