

## Highfield Level 2 End-Point Assessment for ST0259 Supply Chain Warehouse Operative Standard

### 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.

KSB	Evidence reference	Evidence location
K6: Organisational procedures for the receipt of products. (WO1)		
K7: Organisational procedures for the storage and picking of products. (WO1)		
K8: Organisational procedures for the dispatching of products. (WO1)		
K9: Organisational procedures for the decanting, packing of products. (WO1)		
K10: Operational activities and their sequencing for the return of products. (WO2)		
K11: The principles and requirements of quality control and stock rotation. (SC1, SC3)		
K12: Reporting and escalation procedures within limits of own job role and responsibilities. (SC2, SC4)		
K13: Impact of the sector on the environment. Efficient use of resources. Recycling, reuse and safe disposal of waste. (ES1, ES2)		
K15: Materials and resources used in a warehouse. Stock and resource management processes. (SC1, SC3)		

K16: Information technology and digital: management information systems, digital toolsets, General data protection regulation (GDPR). Cyber security. (ITD1, <i>ITD2</i> )		
K17: Written communication techniques, plain English principles, including industry terminology. (CO2)		
K19: Principles of equity, diversity, and inclusion in the workplace and the impact on their work. (ED1, <i>ED2</i> )		
S3: Receive products in line with organisational procedures. (WO1)		
S4: Store and pick products in line with organisational procedures. (WO1)		
S5: Dispatch products in line with organisational procedures. (WO1)		
S6: Decant, pack products in line with organisational procedures. (WO1)		
S8: Communicate in writing with others, for example internal and external customers, colleagues and managers. (CO2)		
S11: Use information technology and digital systems. Comply with GDPR and cyber security. (ITD1, <i>ITD2</i> )		
S13: Select, prepare, and use packaging materials that reduce waste and mitigate environmental impacts. (ES1, <i>ES2</i> )		
S14: Support under instruction scheduled and unscheduled stock taking activities relevant to the organisation and product. (SC1, <i>SC3</i> )		
S15: Identify and escalate problems beyond own responsibility. (SC2, <i>SC4</i> )		
S16: Follow procedures in line with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal. (ES1)		
S17: Follow equity, diversity and inclusion rules. (ED1, <i>ED2</i> )		
S18: Carry out and record learning and development activities. (CPD1)		
B2: Support an inclusive workplace for example, respectful of different views. (ED1)		
B3: Seek learning and development opportunities. (CPD1)		
B4: Consider the impact on the environment when using resources and carrying out work. (ES1)		

### **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