Portfolio Matrix

Highfield Level 3 End-Point Assessment for ST0384 Team Leader

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
K1: Performance management techniques (BH2)		
K2: How to identify the learning needs of others and solutions to address them (BH1)		
K4: Project management tools and techniques (CP1)		
K7: How to manage resources to implement operational and team plans (CI1)		
K8: Time management and prioritisation tools (CP1)		
K10: Policy and procedure relating to people and organisational culture (BH4, *BH5*)		
K13: Principles of change management and continuous improvement (MC1, *MC4*)		
K14: IT and software used to support the activities of the business (UT1)		
K17: Leadership and management approaches (BH2)		

K18: The purpose of their role within the organisation, including their level of responsibility and accountability (CI1)		
K22: Approaches to managing budgets, and options and choices to maximise efficient use of resources (MC3)		
K23: Principles of equity, diversity and inclusion in the workplace and their impact on the organisation and the team (BH4, *BH5*)		
S1: Use resources to implement operational and team plans (CI1)		
S2: Use tools to organise, prioritise and allocate daily and weekly work activities (BH2)		
S4: Identify and support the development of the team through informal coaching and continuous professional development (BH1)		
S6: Use digital tools for planning and project management to monitor project progress, taking corrective action to deliver against the project plan (CP1)		
S7: Review work processes to identify opportunities to improve performance and for continuous improvement (MC1, *MC4*)		
S8: Use technology and software to produce documentation, such as spreadsheets and presentation packages to communicate information (UT1)		
S10: Manage others through change by identifying challenges and the activities to resolve them (MC2)		
S11: Interpret organisational strategy and communicate how this impacts others (CI2, *CI3*)		
S12: Interpret and apply regulation and legislation, share best practices, and advise stakeholders on their application (BH3)		
S13: Communicate information through different media, such as face-to-face meetings, emails, reports, and presentations to enable key stakeholders to understand what is required (CI2, *CI3*)		

S14: Collaborate with stakeholders in the organisation to ensure the delivery of operational goals (CI1)		
S16: Negotiate with and challenge stakeholders to manage change and reduce conflict (MC2)		
S19: Monitor the use of technology and the potential to reduce energy consumption through their optimisation in day-to-day tasks, such as reducing the use of paper and switching off items when not in use (UT1)		
B1: Acts professionally, ethically and with integrity (BH4, *BH5*)		
B3: Takes accountability and ownership of their tasks and workload (CP1)		
B4: Seeks learning opportunities and continuous professional development (BH1)		

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