

# **Portfolio Matrix**

# Highfield Level 3 End-Point Assessment for ST0189 Fire, Emergency and Security Systems Technician

### **Apprentice Details**

Name	
Employer	
Training Provider	
Pathway	

#### **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 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
B1: Develops and retains trust with customers and		
colleagues by undertaking responsibilities in an		
ethical and empathetic manner		
B2: Shows commitment through being punctual,		
reliable, diligent and professional		
B3: Takes responsibility for own judgements and		
actions to achieve quality focussed outcomes		
B4: Demonstrates drive and flexibility in fulfilling		
requirements of role		
B5: Takes responsibility and fulfils own		
development and the needs of others		
B6: Keeps up to date with best practice		
B7: Maintains continuous professional development		
B8: Works productively and engages with		
colleagues, clients, other trades, suppliers, and the		
public		
B9: Takes responsibility for promoting a healthy		
and safe working environment		

B10: Gives consideration to appropriate use of resources and own actions taking into account the	
impact on environmental, social and economic	
factors	
B11: Uses initiative to seek continuous professional	
development opportunities	
B12: Shows willingness to work above and beyond	
what is required	
B13: Shares best practice with colleagues	

### **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