Portfolio Matrix

Highfield Level 2 End-Point Assessment for ST1016 Professional Security Operative – Mobile Security Patrol Operative

Apprentice Details

Name	
Employer	
Training Provider	
Pathway	Mobile Security Patrol Operative

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.

Core

KSB	Evidence reference	Evidence location
K1 Relevant industry and operative specific regulations, legislation, guidance, and procedures (for example assignment instructions, SOPs, EOPs) (LR1, *LR4*)		
K2 The importance of following legislation, monitoring risk, compliance, control, and the completion of legal documentation (LR1, *LR4*)		
K3 Impact of reputational damage for the individual, organisation, and security industry (SO6)		
K5 Organisational structure, vision, values, and business needs (LR2)		
K6 Own role within the team, the team's role within the organisation and how it contributes to achieving objectives (LR2)		
K7 Methods for identifying weapons (for examples explosive and incendiary items, firearms, bladed weapon)		

and other prohibited items that can cause security risks (SI1)		
K8 Emergency procedures, incidents and disruptions that may occur in a security environment and the appropriate action or reporting process to take in the event of an incident (SI2, *SI3*)		
K15 How to use communication methods and technology systems to enable appropriate work and statutory information to be recorded or transmitted (for example, technology and methods for handover) (CC4, *CC6*)		
K17 The channels to communicate ideas for improvement (LR3)		
K24 Negative impact of allowing certain behaviours, items or objects into certain areas and the reputational damage they may cause (SO5, SO6)		
K28 Internal and external factors that can affect systems/equipment performance (LR3)		
S2 Carry out work in compliance with all regulations, guidance, legislation and organisational policies and procedures (LR1, *LR4*)		
S4 Take action in the event of an incident, disruption, alarm activation or emergency, liaising with relevant people, escalating when necessary and recording actions and outcomes to meet guidance or organisational requirements (SI2, *SI3*)		
S5 Complete and maintain accurate documentation or reports to meet current legislation, guidance, or organisational requirements (LR1, *LR4*)		
S10 Use digital communication applications and information management systems to communicate, learn, share, and record information (CC4, *CC6*)		
S14 Contribute to review and improve the daily operating processes and procedures (SO5, SO6)		
B3 Solution-focused displaying problem solving attributes (LR3)		
B6 Committed to continued professional development (CPD) to maintain and enhance competence and share learning with others (CC5)		

B8 Build appropriate working relationships and respect boundaries. Be co-operative and flexible (CC5)		
B9 Act honestly and with integrity (LR1)		

Mobile Security Patrol Operative pathway

KSB	Evidence reference	Evidence location
K47 The process and procedures to take if involved in a road traffic accident in a mobile patrol vehicle (VE1)		
K51 Impact of reputational damage for the organisation and security industry caused by careless, unsympathetic, reckless, or unsafe driving techniques when operating a mobile patrol vehicle (VE1)		
K52 Methods to find alternative routes of work areas for mobile security using road maps (VE2)		
K53 Route planning around electric vehicle charging (EVC) points for mobile security (VE2)		
S30 Deploy correct type of barrier in a mobile security context safely (SR1)		

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