Highfield Level 3 End-Point Assessment for ST0201 Supply Chain Practitioner (Fast Moving Consumer Goods)

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 reference	Evidence location
K3 Principles of supply chain efficiency in the fast-moving consumer goods industry. (PC1, *PC3*)		
K13 Limits of authority, when to escalate tasks and issues, and to whom. (CC7)		
K15 Influences on customer and consumer demand: market trends, competitor activity and seasonality. (OP1, *OP4*)		
K18 The principles of order capture and management. (CR1)		
K21 Impact of the sector on the environment. Efficient use of resources. Recycling, reuse, and safe disposal of waste. (EN1, *EN2*)		
K22 Principles of equity, diversity, and inclusion in the workplace. (ED1, *ED2*)		
K23 Quality assurance procedures and monitoring processes. (OP3, *OP4*)		
K24 Methods of hazard identification and risk management. (HS1)		

K25 Documentation: methods and requirements - electronic and paper. (CR2)		
K26 Standard operating procedures (SOP). What they are and why they are important. What they need to cover and why. (OP2)		
K30 Capacity planning techniques. (PC1, *PC3*)		
K31 Customer needs: satisfaction considerations, lead times, service levels. (PC2, *PC3*)		
S1 Manage the flow of fast-moving consumer goods products or services based on evolving and changing information. (OP1, *OP4*)		
S2 Use standard operating procedures. (OP2)		
S3 Support customers with supply chain enquiries. (PC2)		
S7 Use capacity planning to inform fast-moving consumer goods supply chain processes. (PC1, *PC3*)		
S9 Escalate issues and tasks. (CC7)		
S11 Plan and adhere to customer lead times. (PC2)		
S13 Develop and implement a supply plan, for example, supply planning, production planning, demand planning, operations planning - logistics, commercial planning. (PC1)		
S14 Use order management tools to capture customer orders. (CR1)		
S17 Comply with health and safety legislation, regulations, standards, and guidance. (HS2, *HS3*)		
S18 Follow equity, diversity, and inclusion principles. (ED1, *ED2*)		
S19 Apply quality assurance procedures. (OP3, *OP4*)		
S20 Identify and document hazards and risks in the workplace. Apply control measures. (HS1)		
S21 Record or enter information - paper based or electronic; risk assessments, handover documents, work sheets,		

checklists, and any legal reporting requirements. (CR2)		
S22 Comply with sustainability principles and regulations including efficient use of resources, recycling, reuse and safe disposal of waste. (EN1, *EN2*)		
B1 Consider the impact on the environment when using resources and carrying out work. (EN1, *EN2*)		
B2 Prioritise health and safety. (HS2, *HS3*)		
B3 Contributes to equity, diversity, and inclusivity in the workplace. (ED1, *ED2*)		

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