Apprentice Assessment Planning Worksheet

VTCT Skills Level 3 End-point Assessment for Team Leader

> ### Assessment Method: Professional discussion underpinned by a portfolio of evidence

This worksheet has been developed to support you (the Apprentice) in preparation for your Professional discussion underpinned by a portfolio of evidence with the Independent Assessor during your End-point Assessment.

For your Professional discussion underpinned by a portfolio of evidence, you will be required to cover the Knowledge, Skills, and Behaviours (KSBs) assessment requirements that are outlined within the assessment plan for Team Leader - **ST0384 v1.4**. You will be assessed against the grading criteria outlined in your Professional Discussion Underpinned by a Portfolio of Evidence Preparation Guide. You can use this worksheet to make notes about each of the KSBs and criteria and ensure you are confident discussing each one.

You must achieve all of the Pass criteria to achieve a pass for the Professional discussion underpinned by a portfolio of evidence. To achieve a distinction for the Professional discussion underpinned by a portfolio of evidence, you must achieve all of the Pass criteria *and* all of the Distinction criteria. Pass criteria are indicated in this document by the reference "**P1, P2, P3**…". Distinction criteria are indicated by the reference "**D1, D2, D3**…".

Theme: Building a high performing team			
Grade Descriptors	**KSB reference**		**What do I need to consider?**

Grade Descriptors	KSB reference		What do I need to consider?
P1 Describes their approach to identifying and supporting the learning and development needs of team members, as well as seeking out opportunities to develop their own learning and professional development	**K2**	How to identify the learning needs of others and solutions to address them	
	S4	Identify and support the development of the team through informal coaching and continuous professional development	
	B4	Seeks learning opportunities and continuous professional development	
P2 Describes the leadership, management and performance management techniques and tools they use to organise, prioritise, and allocate work activities	**K1**	Performance management techniques	
	K17	Leadership and management approaches	
	S2	Use tools to organise, prioritise and allocate daily and weekly work activities	

P3 Explains their approach to sharing best practice and advising stakeholders on the practical application of regulation and legislation relevant to their work within the organisation	**S12**	Interpret and apply regulation and legislation, share best practices, and advise stakeholders on their application	
P4 Explains how they have ethically and inclusively applied policies and procedures relating to people and organisational culture to support equity, diversity, and inclusion in the workplace	**K10**	Policy and procedure relating to people and organisational culture	
	K23	Principles of equity, diversity and inclusion in the workplace and their impact on the organisation and the team	
	B1	Acts professionally, ethically and with integrity	
D1 Evaluates their approach to supporting and promoting equity, diversity, and inclusion in terms of impact on the workplace	**K10**	Policy and procedure relating to people and organisational culture	
	K23	Principles of equity, diversity and inclusion in the workplace and their impact on the organisation and the team	
	B1	Acts professionally, ethically and with integrity	

Theme: Communication and implementing operational plans			
Grade Descriptors	**KSB reference**		**What do I need to consider?**
P5 Explains how they use and manage resources and collaborate with stakeholders to implement and deliver operational goals and team plans within their level of responsibility and accountability	**K7**	How to manage resources to implement operational and team plans	
	K18	The purpose of their role within the organisation, including their level of responsibility and accountability	
	S1	Use resources to implement operational and team plans	
	S14	Collaborate with stakeholders in the organisation to ensure the delivery of operational goals	
P6 Explains how they communicated the impact of organisational strategy on different stakeholders using different types of media to ensure understanding	**S11**	Interpret organisational strategy and communicate how this impacts others	
	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	

D2 Evaluates the impact of the techniques they have used to communicate how organisational strategy impacts stakeholders, suggesting improvements to facilitate their understanding of what is required	**S11**	Interpret organisational strategy and communicate how this impacts others	
	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	

Theme: Managing change and continuous improvement			
Grade Descriptor	**KSB reference**		**What do I need to consider?**
P7 Explains how they apply the principles of change management and continuous improvement to work processes to identify areas where performance can be enhanced	**K13**	Principles of change management and continuous improvement	
	S7	Review work processes to identify opportunities to improve performance and for continuous improvement	
P8 Describes how they negotiate with and challenge stakeholders and others, when managing change, and the activities used to resolve and reduce conflict	**S10**	Manage others through change by identifying challenges and the activities to resolve them	
	S16	Negotiate with and challenge stakeholders to manage change and reduce conflict	
P9 Describes their approach to managing budgets and maximising the use of resources	**K22**	Approaches to managing budgets, and options and choices to maximise efficient use of resources	

	K13	Principles of change management and continuous improvement.	
D3 Evaluates the extent to which continuous improvement techniques improve work processes	**S7**	Review work processes to identify opportunities to improve performance and for continuous improvement	

Theme: Using technology			
Grade Descriptor	**KSB reference**		**What do I need to consider?**
P10 Describes the technology, software, and methods they use to produce documentation and support activities for the business, and how they monitor their use to reduce energy consumption when not in use	K14	IT and software used to support the activities of the business	
	S8	Use technology and software to produce documentation, such as spreadsheets and presentation packages to communicate information	
	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	

Theme: Contributing to a project			
Grade Descriptor	**KSB reference**		**What do I need to consider?**
P11 Explains how they utilise project management tools and techniques to plan a project, prioritise activities, monitor progress, and take corrective action to deliver against the project plan on time whilst taking ownership of the tasks	**K4**	Project management tools and techniques	
	K8	Time management and prioritisation tools	
	S6	Use digital tools for planning and project management to monitor project progress, taking corrective action to deliver against the project plan	
	B3	Takes accountability and ownership of their tasks and workload	

Document History

Version	Issue Date	Changes	Role
v1	04/02/2025	First published	Qualification Development Manager