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**Interview with Portfolio
of Evidence**

Interview with Portfolio of Evidence Apprenticeship Guidance

VTCT Level 2 Supply Chain Warehouse Operative

Purpose of the Interview with Portfolio of Evidence

The Interview with Portfolio of Evidence is one of the assessment methods that will be used within the Supply Chain Warehouse Operative Standard End-point Assessment. It is appropriately structured to cover the Knowledge, Skills and Behaviours (KSBs) assigned to this assessment method, and will focus on coverage of prior learning achieved during the on-programme period of the apprenticeship standard.

The Interview with Portfolio of Evidence will allow Knowledge, Skills and Behaviours (KSBs), which may not naturally occur in every workplace or within the Observation with Questions assessment method, to be assessed.

You will use the Portfolio of Evidence from the on-programme period of the apprenticeship standard, which will be submitted at the Gateway stage, to support the Interview with Portfolio of Evidence.

Overview of the Interview with Portfolio of Evidence

The Interview with Portfolio of Evidence is an assessment method which is a planned, in-depth, two-way conversation between the Independent Assessor and yourself. It is an effective way for you to demonstrate the KSBs mapped to this assessment method.

Delivery of the Interview with Portfolio of Evidence

The Interview with Portfolio of Evidence will be conducted as follows:

- a 1:1 conversation, with no other parties involved
- completed in an appropriate environment which is free from distractions and interruptions
- both parties may refer to your Portfolio of Evidence to support the Interview

During the Interview with Portfolio of Evidence, the Independent Assessor will ask a minimum of 8 questions to provide you with the opportunity to cover the range of KSBs. The Independent Assessor will make use of the full allocated time for questioning to allow you the opportunity to evidence your occupational competence.

The Independent Assessor has the discretion to increase the time by up to 10% for the Interview with Portfolio of Evidence to allow you to finish a response to a question, where applicable.

How long will the Interview with Portfolio of Evidence take?

The Interview with Portfolio of Evidence **must last for 60 minutes** and will be conducted and assessed by a VTCT Independent Assessor.

Where will the Interview with Portfolio of Evidence take place?

The Interview with Portfolio of Evidence will take place in your employer's workplace or your training provider's premises in a quiet room, free from distractions and influence. The Interview with Portfolio of Evidence may be conducted by video conferencing.

Portfolio of Evidence

The Portfolio of Evidence that you complete during the on-programme period of the apprenticeship standard is submitted at the Gateway stage. The Portfolio of Evidence is not assessed or graded by the Independent Assessor; however, it is used to inform your Interview.

The criteria for the Portfolio of Evidence is as follows:

- The content must be sufficient to evidence that you can demonstrate all of the Knowledge, Skills and Behaviours mapped to the Interview with Portfolio of Evidence assessment method. This will typically contain 8 pieces of evidence, however, this can be more if you wish. ***An example of how the evidence can be mapped to the Knowledge, Skills and Behaviours, can be found on pages 8-11***
- The Portfolio of Evidence should only contain evidence related to the KSBs that will be assessed by this assessment method
- One piece of evidence can be mapped against more than one Knowledge, Skill or Behavioural requirement
- Your Portfolio of Evidence can be in any format, as long as it is legible and can be uploaded electronically to the epaPRO system
- Your Portfolio of Evidence should contain evidence of activities that you have completed and be mapped against the Knowledge, Skills and Behaviours
- Evidence sources may include, workplace documentation, for example, workplace policies and procedures, witness statements and annotated photographs. Progress review documentation and feedback from colleagues and/or customers can also be included. This is not a definitive list; other evidence sources can be included
- Any employer contributions should focus on direct observation of performance (for example, witness statements) rather than opinions
- You cannot include reflective accounts or self-evaluation documentation as evidence within your Portfolio of Evidence
- A Declaration of Authenticity Form must be signed by yourself, your training provider and your employer and submitted with your Portfolio of Evidence
- The Portfolio of Evidence must be uploaded to the epaPRO system at the Gateway stage
- VTCT will send the Portfolio of Evidence to the Independent Assessor at least two weeks prior to the Interview with Portfolio of Evidence
- A completed VTCT Level 2 Supply Chain Warehouse Operative Portfolio of Evidence Mapping Document is required and must be uploaded alongside your Portfolio of Evidence (Appendix 1)

Preparation for the Interview with Portfolio of Evidence

To prepare yourself for the Interview with Portfolio of Evidence, it is essential that the grade descriptors on pages 5-6 are considered. The grade descriptors include areas that you are required to cover during the Interview with Portfolio of Evidence.

During the Interview you must have access to your Portfolio of Evidence that was submitted at the Gateway stage. The Independent Assessor will ask questions that you will be required to respond to. You can refer to your Portfolio of Evidence to support your answers.

In preparation for the interview, you should ensure that you can demonstrate competency across the range of KSBs for this assessment method. You will be asked a minimum of 8 questions by the Independent Assessor.

How is the Interview with Portfolio of Evidence graded?

The Independent Assessor will use the assessment tools and procedures that are set by VTCT to evidence the Interview with Portfolio of Evidence. The Independent Assessor will make all grading decisions.

Interview with Portfolio of Evidence

Pass criteria

Knowledge, Skills and Behaviours requirements	Grading criteria
Work organisation K6, K7, K8, K9, K10 S3, S4, S5, S6	The apprentice describes how they have received, stored, picked, dispatched, decanted and packed products, in line with organisational procedures (K6, K7, K8, K9, S3, S4, S5, S6)
	The apprentice describes the operational activities they undertake to return products (K10)
Communication K17 S8	The apprentice describes how they communicate with others using written techniques, in a way that is suitable for the context and supports task completion (K17, S8)
Information technology and digital K16 S11	The apprentice describes how they have used information technology and digital systems to support their work and meet organisational objectives, whilst complying with GDPR and cyber security regulations (K16, S11)
Environment and sustainability K13 S13, S16 B4	The apprentice describes how they have selected, prepared and used packaging materials in order to reduce waste and mitigate potential environmental impact (K13, S13, S16, B4)
Stock control K11, K12, K15, S14, S15	The apprentice describes how they have supported scheduled and unscheduled stock taking activities, in line with resource management processes and operational requirements, in order to ensure quality control requirements are met (K11, K15, S14)
	The apprentice describes how they have identified a problem and applied company reporting and escalation procedures within the limits of their own role and responsibilities (K12, S15)
Equity and diversity K19 S17 B2	The apprentice describes how they follow and support equity, diversity and inclusion in their work in line with rules (K19, S17, B2)
Continuing professional development (CPD) S18 B3	The apprentice explains how they have sought, carried out and recorded learning and development activities in order to ensure compliance with operational requirements and stay up to date with occupational change (S18, B3)

Interview with Portfolio of Evidence

Distinction criteria

Knowledge, Skills and Behaviours requirements	Grading criteria
Information technology and digital K16 S11	The apprentice outlines the benefits to the business of ensuring GDPR and cyber security regulations and policies are followed (K16, S11)
Environment and sustainability K13 S13	The apprentice explains how they have balanced operational requirements with environmental impact when selecting, preparing and using packaging materials (K13, S13)
Stock control K11, K12, K15 S14, S15	The apprentice considers the impact on scheduled and unscheduled stock taking activities when the principles of quality control and stock rotation are not applied (K11, K15, S14)
	The apprentice considers the operational impact of not reporting problems (K12, S15)
Equity and diversity K19 S17	The apprentice explains the benefits of supporting a diverse and inclusive culture for the business (K19, S17)

Mapping requirements for the Portfolio of Evidence

This is an example of how the Knowledge, Skills and Behaviours required for the Interview with Portfolio of Evidence can be mapped to different evidence types.

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
1	K6	Work organisation - Organisational procedures for the receipt of products.	<ul style="list-style-type: none"> • Workplace documentation, workplace policies and procedures, safe systems of work, risk assessments, MHE checks • Witness statements, audio or video recordings, annotated photographs • Standard operating procedures (SOPs)
	K7	Work organisation - Organisational procedures for the storage and picking of products.	
	K8	Work organisation - Organisational procedures for the dispatching of products.	
	K9	Work organisation - Organisational procedures for the decanting, packing of products.	
	K10	Work organisation – Operational activities and their sequencing for the return of products.	
	S3	Work organisation - Receive products in line with organisational procedures.	
	S4	Work organisation - Store and pick products in line with organisational procedures.	
	S5	Work organisation - Dispatch products in line with organisational procedures.	
	S6	Work organisation - Decant, pack products in line with organisational procedures.	

Table continued

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
2	K17	Communication - Written communication techniques, plain English principles, including Industry terminology.	<ul style="list-style-type: none"> Internal emails to colleagues External emails to customers
	S8	Communication - Communicate in writing with others, for example internal and external customers, colleagues and managers.	
3	K16	Information technology and digital - Information technology and digital: management information systems, digital toolsets, General data protection regulation (GDPR). Cyber security.	<ul style="list-style-type: none"> GDPR /cyber security policies and procedures Examples of use of/ knowledge of handheld scanners, warehouse management systems
	S11	Information technology and digital - Use information technology and digital systems. Comply with GDPR and cyber security.	
4	K13	Environment and sustainability - Impact of the sector on the environment. Efficient use of resources. Recycling, reuse and safe disposal of waste.	<ul style="list-style-type: none"> Environmental and sustainability policy, evidence of, reduce, reuse and recycle (3Rs) Evidence of the use of packaging for different products, labelling, 3Rs Evidence of following procedures, annotated photographs, audio or video recordings
	S13	Environment and sustainability - Select, prepare, and use packaging materials that reduce waste and mitigate environmental impacts.	
	S16	Environment and sustainability - Follow procedures in line with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling and disposal.	
	B4	Environment and sustainability - Consider the impact on the environment when using resources and carrying out work.	
5	K11	Stock control - The principles and requirements of quality control and stock rotation.	<ul style="list-style-type: none"> Warehouse management systems (WMS) Reports, audio or video recordings WMS, equipment, IT, MHE, staff Evidence of taking part in stock audits, reports, video evidence, witness testimony
	K15	Stock control - Materials and resources used in a warehouse. Stock and resource management processes.	
	S14	Stock control - Support under instruction scheduled and unscheduled stock taking activities relevant to the organisation and product.	

Table continued

Evidence	KSBs Requirements	Knowledge, Skills and Behaviours criteria	Examples of types of evidence:
6	K12	Stock control - Reporting and escalation procedures within limits of own job role and responsibilities.	<ul style="list-style-type: none"> • Identifying discrepancies and following the relevant procedures • Identifying non-compliance and following the relevant procedures
	S15	Stock control - Identify and escalate problems beyond own responsibility.	
7	K19	Equity and diversity - Principles of equity, diversity, and inclusion in the workplace and the impact on their work.	<ul style="list-style-type: none"> • Company policies and procedures • Examples of following policies and procedures, supporting and guiding others, reports, audio or video recordings
	S17	Equity and diversity - Follow equity, diversity and inclusion rules.	
	B2	Equity and diversity - Support an inclusive workplace for example, respectful of different views.	
8	S18	Continuing professional development - Carry out and record learning and development activities.	<ul style="list-style-type: none"> • Up-to-date continuing professional development log (CPD) • Appraisals, 1:1, KPI targets set, progression opportunities
	B3	Continuing professional development - Seek learning and development opportunities.	

Appendix 1 – Portfolio of Evidence Mapping Document

Portfolio of Evidence Mapping Document

VTCT Level 2 Supply Chain Warehouse Operative

This mapping document is to be completed prior to the Gateway stage and submitted with the Portfolio of Evidence for each apprentice.

Please note: It is a requirement of the training provider to submit all of the evidence electronically, via the 'Documents tab' on the apprentice's dashboard within the epaPRO system. This must be in a scanned format, allowing the Portfolio of Evidence to be viewed remotely. VTCT will not accept a link to an apprentice's individual e-portfolio.

Evidence number: <i>(typically, 8 pieces of evidence)</i>	KSB Requirements:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
Example:				
1	K6	Work organisation - Organisational procedures for the receipt of products	Workplace documentation	1.1
1	K7	Work organisation - Organisational procedures for the storage and picking of products	Workplace documentation	1.2