

## Apprentice Preparation Guide



**Interview underpinned by a portfolio of evidence**

## End-point Assessment Supply Chain Practitioner

### Assessment Method: Interview underpinned by a portfolio of evidence

#### Preparing for your End-point Assessment

This document is designed to support you in preparing for the **VTCT Skills Level 3 Supply Chain Practitioner (Fast Moving Consumer Goods (FMCG)) ST0201 v1.1** End-point Assessment.

During your End-point assessment, **one** of the **three** assessment methods that you will undertake is an Interview underpinned by a portfolio of evidence.

#### Overview of the interview underpinned by a portfolio of evidence

In the interview, an Independent Assessor will ask you questions. These questions will give you the opportunity to demonstrate the KSBs mapped to this assessment method.

#### Delivery

An Independent Assessor will conduct and assess the interview.

The following themes will be covered:

- communication and collaboration
- capturing and recording of data and information
- ways of working - operations
- ways of working - planning and customer satisfaction
- environmental
- health and safety
- equity, diversity and inclusion

You must have access to your portfolio of evidence during the interview.

You can refer to and illustrate your answers with evidence from your portfolio of evidence; however, the portfolio of evidence is not directly assessed.

#### The interview underpinned by a portfolio of evidence will:

- last for **60 minutes**. The Independent Assessor can increase the time of the interview by up to 10% to allow you to respond to a question if necessary.
- include at least **6 questions** asked by the Independent Assessor.

**Please note:** the Interview may be recorded.

## Portfolio of evidence requirements:

During your on-programme stage of your apprenticeship, you must compile a portfolio of evidence. It should only contain evidence related to the KSBs that will be assessed in the interview. It will typically contain 7 discrete pieces of evidence. Evidence must be mapped against the KSBs. Evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

Evidence sources may include:

- workplace documentation and records, for example:
- witness statements
- annotated photographs
- video clips with a maximum total duration of 10 minutes; the apprentice must be in view and identifiable

This is not a definitive list; other evidence sources can be included.

The portfolio of evidence should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance, for example, witness statements, rather than opinions. The evidence provided should be valid and attributable to you.

VTCT Skills will not assess the portfolio of evidence directly as it underpins the discussion. The Independent Assessor will review the portfolio of evidence to prepare questions for the discussion.

Gateway evidence must be submitted to VTCT Skills.

## Is the portfolio of evidence graded by the Independent Assessor?

The portfolio itself is not graded; however, it must be submitted to VTCT Skills for review by the Independent Assessor at least 2 weeks prior to the interview.

## Where will the interview underpinned by a portfolio of evidence take place?

The interview underpinned by a portfolio of evidence will take place in your employer's workplace or your training provider's premises and be conducted face to face or remotely by video conferencing.

## Preparation for the interview underpinned by a portfolio of evidence

During the interview underpinned by a portfolio of evidence, you must demonstrate a proficient understanding of the requirements for the technical skills outlined in the End-point Assessment Plan.

To prepare for the interview underpinned by a portfolio of evidence, it is essential that the grade descriptors on pages 5-6 are considered. The grade descriptors include areas that must be covered throughout the interview.

## How is the interview underpinned by a portfolio of evidence is graded?

The Independent Assessor will use the grading criteria to assess the interview. The Interview underpinned by a portfolio of evidence will be graded Fail/Pass/Distinction.

## Interview underpinned by a portfolio of evidence grading criteria

### Pass criteria

You will achieve a pass grade if you provide evidence to meet all the Knowledge, Skills and Behaviour requirements set out for the interview underpinned by a portfolio of evidence and all of the criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
<b>Communication and collaboration</b> K13, S9	Explains how they have escalated issues and tasks that are beyond the limit of their authority in line with organisational procedures. (K13, S9)
<b>Capturing and recording of data and information</b> K18, K25, S14, S21	Explains how they have used order management tools to meet the needs of customers in line with organisational procedures. (K18, S14)
	Describes how they have recorded or entered information, for work tasks to meet the needs of clients or organisational objectives. (K25, S21)
<b>Ways of working – operations</b> K15, K23, K26, S1, S2, S19	Describes how they manage the flow of fast-moving consumer goods products or services based on evolving and changing information such as customer and consumer demand, market trends, competitor activity and seasonality. (K15, S1)
	Explains how they have followed Standard Operating Procedures (SOPs) to provide a service in line with company policy. (K26, S2)
	Explains how they have applied quality assurance procedures in order to meet organisational objectives. (K23, S19)
<b>Ways of working – planning and customer satisfaction</b> K3, K30, K31, S3, S7, S11, S13	Describes how they have applied planning techniques and supply chain efficiency principles to inform, develop and implement an efficient supply plan in line with task requirements and organisational procedures. (K3, K30, S7, S13)
	Explains how they have supported customers with enquiries, meeting lead times and service levels, in order to ensure customer satisfaction. (K31, S3, S11)
<b>Environmental</b> K21, S22, B1	Describes how they apply the principles of environmental sustainability in their work in line with organisational procedures, regulations and standards on energy efficiency, material reuse, recycling and management of emissions and waste. (K21, S22, B1)

<b>Health and safety</b> K24, S17, S20, B2	Explains how they have complied with risk assessments, method statements and safe systems of work and applied control measures in the workplace in line with organisational procedures. (K24, S20)
	Explains how they have prioritised health & safety in their own work, ensuring compliance with regulations, legislation and organisational procedures. (S17, B2)
<b>Equity, diversity and inclusion</b> K22, S18, B3	Describes how they follow and contribute to equity, diversity and inclusion principles and legislative guidelines in their team. (K22, S18, B3)

## Interview underpinned by a portfolio of evidence

### Distinction criteria

You will achieve a distinction grade for the interview underpinned by a portfolio of evidence if you provide evidence to meet all the pass criteria and also all of the additional criteria below:

Knowledge, Skills and Behaviours requirements	Grading criteria
<b>Ways of working – operations</b> K15, K23, S1, S19	Explains how they have mitigated against potential issues, supporting a right first-time outcome with no back tracking, in order to meet customer needs and organisational objectives. (K15, K23, S1, S19)
<b>Ways of working – planning and customer satisfaction</b> K3, K30, K31, S7	Justifies how they have used planning and efficiency techniques to exceed customer expectations. (K3, K30, K31, S7)
<b>Environmental</b> K21, S22, B1	Explains how they have supported the development of environmental and sustainability practice in the workplace for example, through promoting good practice to others, identifying improvement to practice. (K21, S22, B1)
<b>Health and safety</b> S17, B2	Explains the benefits for individuals and the business of prioritising and promoting health and safety and the consequences of not doing so. (S17, B2)
<b>Equity, diversity and inclusion</b> K22, S18, B3	Justifies how their commitment to equity, diversity and inclusion extends to and impacts wider teams or stakeholders. (K22, S18, B3)

**Please follow the guide outlined below to support your preparation**

What can I do to prepare for my End-point Assessment?	Completed Yes/No
1. Access and familiarise yourself with the Mock Assessment Form for the interview underpinned by a portfolio of evidence.	
2. Refer to the Knowledge, Skills and Behaviours that may be assessed during the interview underpinned by a portfolio of evidence. These are outlined in the table below.	
3. Collaborate with others to seek constructive feedback on your performance.	
4. Practice questions and answers with peers/assessors in preparation for your interview underpinned by a portfolio of evidence using the sample questions provided.	
5. Incorporate any feedback from your peers/assessor to enhance your approach and to address any identified areas for improvement in readiness for your interview underpinned by a portfolio of evidence.	
6. Practice effective time management during the interview underpinned by a portfolio of evidence. Allocate appropriate time to ensure completion within the given timeframe.	
7. Approach the interview underpinned by a portfolio of evidence with confidence. Remember that it is an opportunity to showcase your knowledge and skills.	
8. Stay calm under pressure and communicate effectively throughout the interview underpinned by a portfolio of evidence.	
9. Remember to bring your identification with you on the day of your End-point Assessment. This can be one of the following: <ul style="list-style-type: none"> <li>• Driving licence</li> <li>• Employee ID</li> <li>• Passport</li> </ul>	

## Planning and Preparing for your interview underpinned by a portfolio of evidence

KSB Ref	Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.	What do I need to consider?
<b>Knowledge</b>		
<b>K3</b>	Principles of supply chain efficiency in the fast-moving consumer goods industry	
<b>K13</b>	Limits of authority, when to escalate tasks and issues, and to whom	
<b>K15</b>	Influences on customer and consumer demand: market trends, competitor activity and seasonality	
<b>K18</b>	The principles of order capture and management	
<b>K21</b>	Impact of the sector on the environment. Efficient use of resources. Recycling, reuse, and safe disposal of waste	
<b>K22</b>	Principles of equity, diversity, and inclusion in the workplace	
<b>K23</b>	Quality assurance procedures and monitoring processes	
<b>K24</b>	Methods of hazard identification and risk management	
<b>K25</b>	Documentation: methods and requirements - electronic and paper	

<b>K26</b>	Standard operating procedures (SOP). What they are and why they are important. What they need to cover and why	
<b>K30</b>	Capacity planning techniques	
<b>K31</b>	Customer needs: satisfaction considerations, lead times, service levels	



<b>KSB Ref</b>	<b>Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.</b>	<b>What do I need to consider?</b>
<b>Skills</b>		
<b>S1</b>	Manage the flow of fast-moving consumer goods products or services based on evolving and changing information	
<b>S2</b>	Use standard operating procedures	
<b>S3</b>	Support customers with supply chain enquiries	
<b>S7</b>	Use capacity planning to inform fast-moving consumer goods supply chain processes	
<b>S9</b>	Escalate issues and tasks	
<b>S11</b>	Plan and adhere to customer lead times	
<b>S13</b>	Develop and implement a supply plan, for example, supply planning, production planning, demand planning, operations planning - logistics, commercial planning	
<b>S14</b>	Use order management tools to capture customer orders	
<b>S17</b>	Comply with health and safety legislation, regulations, standards, and guidance	

<b>S18</b>	Follow equity, diversity, and inclusion principles	
<b>S19</b>	Apply quality assurance procedures	
<b>S20</b>	Identify and document hazards and risks in the workplace. Apply control measures	
<b>S21</b>	Record or enter information - paper based or electronic; risk assessments, handover documents, work sheets, checklists, and any legal reporting requirements	
<b>S22</b>	Comply with sustainability principles and regulations including efficient use of resources, recycling, reuse and safe disposal of waste	

<b>KSB Ref</b>	<b>Knowledge, Skills and Behaviours that may be assessed during the End-point Assessment.</b>	<b>What do I need to consider?</b>
<b>Behaviours</b>		
<b>B1</b>	Consider the impact on the environment when using resources and carrying out work	
<b>B2</b>	Prioritise health and safety	
<b>B3</b>	Contributes to equity, diversity, and inclusivity in the workplace	

## Following your End-point Assessment:

<b>What happens following my End-point Assessment?</b>	You will receive the results from your End-point Assessment within 10 working days.
<b>What happens if I do not achieve my End-point Assessment?</b>	If you do not achieve a pass result within this assessment method, you will be able to re-sit this assessment.

## Appendix 1 – Portfolio mapping document

### Portfolio Mapping Document

#### Supply Chain Practitioner (Fast Moving Consumer Goods (FMCG))

This mapping document is to be completed and submitted with the workplace project to the Independent Assessor **at least two weeks** prior to the interview taking place.

**Please note:** It is a requirement of the training provider to submit all the evidence electronically, via the apprentice's dashboard within the epaPRO system.

Evidence reference/page number	<u>KSBs Requirements:</u>	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:
	<b>K3</b>	Principles of supply chain efficiency in the fast-moving consumer goods industry	
	<b>K13</b>	Limits of authority, when to escalate tasks and issues, and to whom	
	<b>K15</b>	Influences on customer and consumer demand: market trends, competitor activity and seasonality	
	<b>K18</b>	The principles of order capture and management	
	<b>K21</b>	Impact of the sector on the environment. Efficient use of resources. Recycling, reuse, and safe disposal of waste	
	<b>K22</b>	Principles of equity, diversity, and inclusion in the workplace	
	<b>K23</b>	Quality assurance procedures and monitoring processes	
	<b>K24</b>	Methods of hazard identification and risk management	
	<b>K25</b>	Documentation: methods and requirements - electronic and paper	

## Document History

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