

Portfolio of Evidence Mapping Document

VTCT Skills Level 2 Removals Operative (ST1393 V1.0)

All columns of this mapping document are to be completed prior to the gateway stage and submitted with the portfolio of evidence for each apprentice. Please refer to the 'End-point Assessment Guidebook' and the 'Interview Apprentice Preparation Guidance Document' when completing this 'Portfolio of Evidence Mapping Document'.

Please note: It is a requirement of the training provider to submit all 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 evidence package to be viewed remotely. VTCT Skills will not accept a link to an apprentice's individual e-portfolio.

Evidence Number	KSBs:	Knowledge, Skills and Behaviours Criteria:	Type of Evidence Submitted:	Reference Number:
Example:				
1	K2	Health and safety regulations, standards, and guidance and impact on role. Control of Substances Hazardous to Health (COSHH). Fire safety. Health and Safety at Work Act. Manual handling. Personal Protective Equipment (PPE). Safety equipment: guards, signage, fire extinguishers. Safety signage. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height.	Workplace documentation	1.1
2	K3	Industry specific regulations and legislation relating to the moving and handling of items to include inland domestic moving, commercial moving, overseas moving, storage, working time directives and working hours.	Workplace documentation	1.2
	K1	The removals industry for example, types of services and types of employers.		
	K2	Health and safety regulations, standards, and guidance and impact on role. Control of Substances Hazardous to Health (COSHH). Fire safety. Health and Safety at Work Act. Manual handling. Personal Protective Equipment (PPE). Safety equipment: guards, signage, fire extinguishers. Safety signage. Situational awareness. Slips, trips, and falls. Working in confined spaces. Working at height.		

Evidence Number	KSBs:	Knowledge, Skills and Behaviours Criteria:	Type of Evidence Submitted:	Reference Number:
	K3	Industry specific regulations and legislation relating to the moving and handling of items to include inland domestic moving, commercial moving, overseas moving, storage, working time directives and working hours.		
	K5	Work organisation and time management techniques.		
	K6	Methods and modes of transport and auxiliary equipment available within the industry.		
	K7	Factors that affect the completion of planned work for example, additional volumes to be moved, unforeseen delays and weather conditions.		
	K9	Team working principles.		
	K10	Personal wellbeing and mental health awareness.		
	K11	Environmental and sustainability regulations including The Environment Act 2021 and the impact of the industry on the environment.		
	K16	Techniques including hand signalling required to direct the movement of vehicles and manual handling equipment (MHE). The Health and Safety (Signs and Signals) Regulations.		
	K18	Industry procedures and quality standards. Keeping work area tidy.		
	K19	Techniques of dismantling and reassembling items: beds and tables.		
	K21	Information systems used to support removals activities. GDPR and cyber security.		
	K22	Written communication techniques.		
	K24	Principles of equity, diversity, and inclusion in the workplace and the impact on their work for example those customers with illnesses, children, and pets.		
	K25	Limits of own authority and escalation procedures for example: reporting inappropriate behaviour.		

Evidence Number	KSBs:	Knowledge, Skills and Behaviours Criteria:	Type of Evidence Submitted:	Reference Number:
	S2	Comply with Industry specific regulations and legislation relating to the moving and handling of items for example, inland domestic moving, commercial moving, overseas moving, and storage.		
	S4	Organise and prioritise own work in line with permitted time allowances.		
	S6	Apply team working principles.		
	S7	Follow procedures in line with environmental and sustainability regulations, standards, and guidance. Segregate resources for reuse, recycling, and disposal.		
	S12	Direct the movement of vehicles or mechanical handling equipment (MHE).		
	S14	Follow company procedures and quality standards, for example housekeeping, clean equipment and machinery, and keep work area tidy.		
	S15	Dismantle and reassemble items using tools and equipment in line with company policy.		
	S17	Use information technology and digital systems. Comply with GDPR and cyber security.		
	S18	Communicate in writing with others for example, clients, colleagues, and managers.		
	S20	Follow equity, diversity, and inclusion principles.		
	S21	Carry out and record learning and development activities.		
	B2	Considers the environment and sustainability.		
	B3	Support an inclusive workplace for example, respectful of different views.		
	B4	Team-focus to meet work goals.		
	B6	Seek learning and development opportunities.		
	B7	Respond and adapt to work demands and situations.		

Declaration of Authenticity

The work submitted for the portfolio of evidence must be the Apprentice's own work. Should this evidence be copied from someone else or plagiarised in any other way, the Apprentice's End-point Assessment result may be void.

Apprentice Declaration

I confirm that all of the evidence submitted to VTCT Skills for my portfolio of evidence is my own work.

Apprentice name:	
Apprentice signature:	
Date:	

Training Provider/Employer Declaration

The following declaration can be provided by the training provider or the employer.

I have authenticated the Apprentice's work, and I am satisfied that to the best of my knowledge, the work submitted is solely that of the Apprentice.

Training provider/employer name:	
Training provider/employer signature:	
Date:	

Document History

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