

Portfolio of Evidence Mapping Document

VTCT Level 3 Team Leader (ST0384 v1.4)

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 Professional Discussion 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 Skillsfirst 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	K13	<i>Principles of change management and continuous improvement.</i>	<i>Slide presentation</i>	1.1
2	S7	<i>Review work processes to identify opportunities to improve performance and for continuous improvement.</i>	<i>Performance review documentation</i>	1.2
Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K1	Performance management techniques.		
	K2	How to identify the learning needs of others and solutions to address them.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K4	Project management tools and techniques.		
	K7	How to manage resources to implement operational and team plans.		
	K8	Time management and prioritisation tools.		
	K10	Policy and procedure relating to people and organisational culture.		
	K13	Principles of change management and continuous improvement.		
	K14	IT and software used to support the activities of the business.		
	K17	Leadership and management approaches.		
	K18	The purpose of their role within the organisation, including their level of responsibility and accountability.		
	K22	Approaches to managing budgets, and options and choices to maximise efficient use of resources.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	K23	Principles of equity, diversity and inclusion in the workplace and their impact on the organisation and the team.		
	S1	Use resources to implement operational and team plans.		
	S2	Use tools to organise, prioritise and allocate daily and weekly work activities.		
	S4	Identify and support the development of the team through informal coaching and continuous professional development.		
	S6	Use digital tools for planning and project management to monitor project progress, taking corrective action to deliver against the project plan.		
	S7	Review work processes to identify opportunities to improve performance and for continuous improvement.		
	S8	Use technology and software to produce documentation, such as spreadsheets and presentation packages to communicate information.		
	S10	Manage others through change by identifying challenges and the activities to resolve them.		
	S11	Interpret organisational strategy and communicate how this impacts others.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted:	Reference number:
	S12	Interpret and apply regulation and legislation, share best practices, and advise stakeholders on their application.		
	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.		
	S14	Collaborate with stakeholders in the organisation to ensure the delivery of operational goals.		
	S16	Negotiate with and challenge stakeholders to manage change and reduce conflict.		
	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.		
	B1	Acts professionally, ethically and with integrity.		
	B3	Takes accountability and ownership of their tasks and workload.		
	B4	Seeks learning opportunities and continuous professional development.		

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 Skillsfirst 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 amendment history page

Version	Issue Date	Changes	Role
1	21/11/2024	First published	Product MAnager