Project with report Mapping Document

VTCT Skills Level 5 Operations Manager

All columns of this mapping document are to be completed prior to the Gateway stage and submitted with the written project report for each apprentice. Please refer to the End-point Assessment Guidebook and the Project with report Apprentice Guidance Document when completing this Project with report 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: Written project report/ Presentation materials	Reference number:
Example:				
1	*K1*	*Presentation skills and methods.*	*Presentation material location/slides 1-10*	*1.1*
2	*S2*	*Identify problems and provide solutions.*	*Written project report pages 1, 5 and 9*	*1.2*
	K1	Presentation skills and methods.		
	K5	IT and software tools used to support the current and future needs of the organisation, including advances in technology.		
	K6	Methods for researching, analysing, interpreting and evaluating data to inform judgements and enable decision making.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted: Written project report/ Presentation materials	Reference number:
	K7	Financial management techniques and implications of decisions for budgets.		
	K8	How to identify and manage organisational improvement opportunities.		
	K9	Project management tools and techniques.		
	K10	Methods used to identify, manage and prioritise stakeholder relationships.		
	K11	The current and future needs of the sector and the impact on their organisation.		
	K12	Problem solving and decision-making techniques.		
	K13	Influencing and negotiation models and techniques.		
	K15	Communication techniques and approaches.		
	K17	Change management concepts and methods for implementing change within the organisation.		
	S1	Communicate and present information to stakeholders using different types of media.		
	S2	Identify problems and provide solutions.		

Evidence number	KSBs:	Knowledge, Skills and Behaviours criteria:	Type of evidence submitted: Written project report/ Presentation materials	Reference number:
	S5	Manage and influence project activity to deliver within budget and resource requirements.		
	S8	Use digital tools to analyse information and monitor performance and budgets to drive the implementation and delivery of plans and projects.		
	S9	Research, interpret and analyse information to inform the implementation of business plans or projects.		
	S10	Evaluate the impact of outcomes from organisational plans or projects to drive the decision-making process.		
	S12	Manage continuous improvement and change for their team and organisation.		
	S15	Identify and respond to external factors that may influence the future landscape and evaluate their impact on the organisation.		
	S16	Influence and negotiate with stakeholders to shape and agree goals and outcomes.		
	B3	Takes accountability and ownership of their own and the team's tasks and workload.		
	B5	Works flexibly and adapts to circumstances.		
	B6	Works collaboratively with others across the organisation and stakeholders.		

Declaration of Authenticity

The work submitted for the written project report and presentation materials 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 project with report assessment 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