

Digital Industries Apprenticeship: Standard Specific Guidance for Training Providers – Infrastructure Technician

Infrastructure Technician Template 3 – Periodic Workplace Competence Assessment and Remedial Action Plan

This template can be used to track the competencies being applied in the workplace on a continual/periodic basis. The training provider can then discuss any gaps with the employer and make a plan to redress the balance.

Competence assessment

In the normal course of work, is the apprentice demonstrating these competencies?	Sufficiently applied to meet minimum competence standard	Start/stop/continue – what should the apprentice start, stop or continue doing in order to develop this competence?
IT Security Demonstrates the necessary skills and behaviours to securely operate across all platforms and areas of responsibility in line with organisational guidance, legislation.	<input type="checkbox"/>	
Remote Infrastructure Effectively operates a range of mobile devices and securely adds them to a network in accordance with organisation's policies and procedures.	<input type="checkbox"/>	
Data Effectively records, analyses and communicates data at the appropriate level using the organisation's standard tools and processes, and to all stakeholders within the responsibility of the position.	<input type="checkbox"/>	
Problem solving Applies structured techniques to common and non-routine problems, testing methodologies and troubleshooting, and analyses problems by selecting the digital appropriate tools and techniques in line with organisation guidance and to obtain the relevant logistical support as required.	<input type="checkbox"/>	

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<p>Workflow management Works flexibly and demonstrates the ability to work under pressure to progress allocated tasks in accordance with the organisation’s reporting and quality systems.</p>	<input type="checkbox"/>	
<p>Health and Safety Interprets and follows IT legislation to securely and professionally work productively in the work environment. Understands and applies health & safety policies to everyday work.</p>	<input type="checkbox"/>	
<p>Performance Optimises the performance of hardware, software and network systems and services in line with business requirement.</p>	<input type="checkbox"/>	
<p>Environment Understands and responds to the correct processes associated with WEEE (the Waste Electrical and Electronic Equipment Directive).</p>	<input type="checkbox"/>	
<p>Please add any other activities you think demonstrate the apprentice’s competence in this area.</p>	<input type="checkbox"/>	