**BCS Digital Industries Apprenticeship**

**Template 5 - Summative Portfolio Checklist**

**Level 3 Infrastructure Technician Apprenticeship**

**Version 3.0**

**April 2019**

**Change History**

Any changes made to the project shall be clearly documented with a change history log. This shall include the latest version number, date of the amendment and changes made. The purpose is to identify quickly what changes have been made.

|  |  |
| --- | --- |
| Version Number and Date | Changes Made |
| V3.0April 2019 | Change History table added to document. Major changes to document format (no Standard specific content changes). |
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## Overview

##

This template is to support the training provider in working with the apprentice and employer to ensure the successful completion of the summative portfolio.

The checklists can be used by training providers to help them manage the process through to completion, although training providers may also substitute their own processes and documentation as they see fit.

The apprentice should gather artefacts and record information that can evidence their activities undertaken in the workplace. The portfolio of evidence should demonstrate that the apprentice can fulfil the full range of competencies which are required by the standard, as shown in this template.

The apprenticeship standards are designed to cover a wide range of different job roles so there may be a small number of areas within these mandatory requirements that are not naturally occurring within the day-to-day duties of the apprentice. If it is not possible for the apprentice to demonstrate competence within their summative portfolio, a synoptic project should be selected that will allow the apprentice to demonstrate that they are competent in criteria that they are not exposed to during their normal working activities.

**Summative Portfolio Declaration**

**Apprentice Declaration**

|  |  |
| --- | --- |
| Name |  |
| ULN |  |
| Declaration | I confirm that all the evidence submitted is my own work and it has been completed as specified. |
| Signature |  |
| Date |  |

**Line Manager Declaration (Employer)**

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Declaration | I confirm that the work contained within this portfolio has, to the best of my knowledge, been completed solely by \_\_\_\_\_\_\_\_\_\_\_\_\_\_  |
| Signature |  |
| Date |  |

**Training Provider Declaration**

|  |  |
| --- | --- |
| Name |  |
| Company |  |
| Declaration | I confirm that the work contained within this portfolio has, to the best of my knowledge, been completed solely by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Signature |  |
| Date |  |

**Summative Portfolio Acceptable Evidence Format**

BCS’ intention is to allow flexibility in the format that evidence can take in order to reflect the type of records that an apprentice could realistically be expected to have access to. Typical acceptable evidence includes:

* photographic or video evidence of activity;
* witness statement;
* observation reports;
* annotated screenshots;
* signed-off work records;
* printed outputs of pre- and post-configuration settings;
* peer reviews.

It is important to note that when the summative portfolio is submitted to EPA gateway it is locked and will no longer be editable by the apprentice, for this reason links to external content will not be accepted as suitable evidence.

**Technical Competencies Evidence Checklist**

The defined competence areas are listed below. Not all employer businesses are identical so there will be variation in the types of activity that will be carried out in the course of each apprentice’s daily work; however, the apprentice must be able to demonstrate evidence of every competence.

**Competence – Communication**

**Works both independently and as part of a team and following the organisations standards; competently demonstrating an ability to communicate both in writing and orally at all levels, using a range of tools and demonstrating strong interpersonal skills and cultural awareness when dealing with colleagues, customers and clients during all tasks.**

**Minimum expected requirement:**

The apprentice should be able to use a minimum of three tools to communicate:

* Oral;
* Face-to-face;
* Remote;
* Diagrammatic.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Minimum expected requirement:**

The apprentice should be able to demonstrate and compile three different forms of written professional correspondence.

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| **List the evidence in the portfolio that fulfils this requirement:** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Minimum expected requirement:**

The apprentice must be able to explain 3 types of communication styles to ensure cultural awareness and appropriateness for customer is taken into account.

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| **List the evidence in the portfolio that fulfils this requirement:** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – IT Security**

**Demonstrates the necessary skills and behaviours to securely operate across all platforms and areas of responsibilities in line with organisational guidance and legislation.**

**Minimum expected requirement:**

The apprentice must demonstrate how they comply with organisational security processes and how they would recognise and escalate issues.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Minimum expected requirement:**

The apprentice must be able to locate and follow policies and legislation.

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| **List the evidence in the portfolio that fulfils this requirement:** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – Remote Infrastructure**

**Effectively operates a range of mobile devices and securely add them to a network in accordance with organisations policies and procedures.**

**Minimum expected requirement:**

The apprentice must demonstrate how to securely connect a minimum of two different types of devices (e.g. laptop / mobile) to access the organisation’s network services (e.g. email, files, applications).

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – Data**

**Effectively record, analyse and communicate data at the appropriate level using the organisation’s standard tools and processes, and to all stakeholders within the responsibility of the position.**

**Minimum expected requirement:**

The apprentice must be able to select and securely use three appropriate tools when working with and analysing data.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – Problem Solving**

**Apply structured techniques to common and non-routine problems, testing methodologies and troubleshooting, and analyse problems by selecting the digital appropriate tools and techniques in line with organisation guidance and to obtain the relevant logistical support as required.**

**Minimum expected requirement:**

The apprentice must be able to select and use three appropriate tools for testing, troubleshooting and analysing problems.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Minimum expected requirement:**

The apprentice must be able to demonstrate compliance with organisational guidance.

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| **List the evidence in the portfolio that fulfils this requirement:** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Minimum expected requirement:**

The apprentice should demonstrate processes and practices for obtaining logistical support.

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| **List the evidence in the portfolio that fulfils this requirement:** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – Workflow Management**

**Work flexibly and demonstrate the ability to work under pressure to progress allocated tasks in accordance with the organisation’s reporting and quality systems.**

**Minimum expected requirement:**

The apprentice must be able to demonstrate the ability to prioritise workflow and manage allocated tasks.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Minimum expected requirement:**

The apprentice must be able to record tasks and comply with organisation’s quality processes.

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| **List the evidence in the portfolio that fulfils this requirement:** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – Health and Safety**

**Interpret and follow IT legislation to securely and professionally work productively in the work environment.**

**Minimum expected requirement:**

The apprentice must be able to demonstrate their interpretation and secure working practices in accordance with IT legislation.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Minimum expected requirement:**

The apprentice must demonstrate an understanding and apply health and safety policies to everyday work.

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| **List the evidence in the portfolio that fulfils this requirement:** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – Performance**

**Optimise the performance of hardware, software and Network Systems and services in line with business requirements.**

**Minimum expected requirement:**

The apprentice must be able to demonstrate how to configure a minimum of three pieces of hardware and configure three different types of software in line with business requirements.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Competence – Environment**

**Understands and responds to the correct processes associated with WEEE (the Waste Electrical and Electronic Equipment Directive).**

**Minimum expected requirement:**

The apprentice must be able to explain how to comply when required with WEEE and the implications of data protection during disposal.

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |

**Generic Levels of Responsibility Evidence Checklist**

Areas of responsibility and associated typical evidence are shown below.

**Proficiency – Business Skills**

* **Demonstrates an analytical and systematic approach to issue resolution.**
* **Demonstrates effective communication skills.**
* **Contributes fully to the work of teams.**
* **Appreciates the wider business context, and how their role relates to other roles and to the business of the employer of client.**

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| **List the evidence in the portfolio that fulfils these requirements:****Demonstrates an analytical and systematic approach to issue resolution.****Demonstrates effective communication skills.****Contributes fully to the work of teams.****Appreciates the wider business context, and how their role relates to other roles and to the business of the employer of client.**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:****Demonstrates an analytical and systematic approach to issue resolution.****Demonstrates effective communication skills.****Contributes fully to the work of teams.****Appreciates the wider business context, and how their role relates to other roles and to the business of the employer of client.**NOTE: this box will expand as required |

**Proficiency – Complexity**

* **Performs a range of work, sometimes complex and non-routine, in a variety of environments.**
* **Applies a methodical approach to issue definition and resolution.**
* **Undertakes all work in accordance with agreed safety, technical and quality standards, using appropriate methods and tools.**

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| **List the evidence in the portfolio that fulfils these requirements:****Performs a range of work, sometimes complex and non-routine, in a variety of environments.** **Applies a methodical approach to issue definition and resolution.** **Undertakes all work in accordance with agreed safety, technical and quality standards, using appropriate methods and tools.**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:****Performs a range of work, sometimes complex and non-routine, in a variety of environments.** **Applies a methodical approach to issue definition and resolution.** **Undertakes all work in accordance with agreed safety, technical and quality standards, using appropriate methods and tools.**NOTE: this box will expand as required |

**Proficiency – Autonomy**

* **Works under general direction.**
* **Determines when issues should be escalated to a higher level.**

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| **List the evidence in the portfolio that fulfils these requirements:****Works under general direction.** **Determines when issues should be escalated to a higher level.** NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:****Works under general direction.** **Determines when issues should be escalated to a higher level.** NOTE: this box will expand as required |

**Proficiency – Influence**

* **Has working level contact with customers, suppliers and partners.**

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| **List the evidence in the portfolio that fulfils this requirement:**NOTE: this box will expand as required |

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| **Reflections on applying knowledge learnt:**NOTE: this box will expand as required |