## Software Development Technician Template 5 – Declaration and Evidence Checklists for the Completion of the Summative Portfolio

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These templates are provided 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 key responsibilities of the apprentice in producing their summative portfolio can be found in the General Guidance for Apprentices, Employers and Training Providers, as can generic guidance on how to select evidence to compile the summative portfolio.

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

**Summative Portfolio Declaration**

**Apprentice declaration**

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| 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)**

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| 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 (training provider)**

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| --- | --- |
| 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 |  |

**Software Development Technician technical competencies evidence checklist**

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

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| Competence | | |
| Logic  Write simple code for discrete software components following an appropriate logical approach to agreed standards (whether for web, mobile or desktop applications). | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can write code to achieve the desired functionality using the appropriate tools and methods applicable to your organisation. |  |  |

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| Competence | | |
| Security  Apply appropriate secure development principles to specific software components at all stages of development. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can apply security principles to all work within the development lifecycle. |  |  |
| Evidence showing that you have an understanding of the importance of up-to date-software. |  |  |

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| Competence | | |
| Development Support  Apply industry-standard approaches for configuration management and version control to manage code during build and release. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you have an understanding of the business context and drivers during development. |  |  |
| Evidence showing that you can communicate with customers, internal and external, to explain your work with the appropriate language relevant to your audience. |  |  |
| Evidence showing that you have an understanding of the importance of version control at every stage within the development life cycle. |  |  |

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| Competence | | |
| Data  Make simple connections between code and defined data sources as specified. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can link to a range of database types and embed data queries within their code. |  |  |

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| Competence | | |
| Test  Functionally test that the deliverables for each component have been met or not. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can test and analyse your code to identify errors as soon as possible in the coding process and on an interactive basis. |  |  |
| Evidence showing that you can design manual tests for your product. |  |  |
| Evidence showing that you can understand expected results and acceptance criteria during testing. |  |  |

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| Competence | | |
| Analysis  Follow basic analysis models such as use cases and process maps. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can read and understand data to ensure you know and can meet the customers’ requirements. |  |  |
| Evidence showing that you can identify and represent required functionality (e.g. use cases). |  |  |
| Evidence showing that you can identify and represent activity workflow (e.g. process maps). |  |  |

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| Competence | | |
| Development lifecycle  Support the software developers at the build and test stages of the software development lifecycle. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can work as part of a team that understand their process within the development lifecycle. |  |  |
| Evidence showing that you can show initiative during development and take responsibility for your own work. |  |  |
| Evidence showing that you can work flexibly to assist with other members of the team during development. |  |  |

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| Competence | | |
| Quality  Follow organisational and industry good coding practices (including for naming, commenting, etc.) | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can identify and follow standards and good practice that can improve programming efficiency, style and quality, including:   * programming standards, both organisational and external; * generic best practices including readability, reusability, maintainability; * best practice approaches of different paradigms and language. |  |  |

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| Competence | | |
| Problem Solving  Solve logical problems, seeking assistance when required (including appropriate mathematical application).  Respond to the business environment and business issues related to software development. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can use at least one problem-solving tool and technique to identify and resolve programming issues. |  |  |
| Evidence showing that you can apply structured problem-solving methods. |  |  |
| Evidence showing that you can apply problem-solving techniques to programming activities. |  |  |
| Evidence showing that you can demonstrate you know how and where to seek assistance dependent at what stage of development is appropriate. |  |  |

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| Competence | | |
| Communication  Clearly articulate the role and function of software components to a variety of stakeholders (including end-users, supervisors etc.). | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can use a minimum of three tools to communicate – oral, face-to-face, remote and diagrammatic. |  |  |
| Evidence showing that you are able to document work done in accordance with agreed procedures. |  |  |
| Evidence showing that you can explain three types of communication styles to ensure cultural awareness and appropriateness for customer are taken into account. |  |  |

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| Competence | | |
| Environment  Operates appropriately in their own business’s, their customers’ and the industry’s environments. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can work within operational requirements such as health and safety, budgets, brands and normal business protocols. |  |  |

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| Competence | | |
| User Interface  Develop user interfaces as appropriate to the organisation’s development standards and the type of component being developed. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence showing that you can understand of the fundamental concepts of human-computer interaction or user experience design, the development practices leading to a high-quality user interface, and the programming techniques required to construct a graphical user interface. |  |  |
| Evidence showing that you can understand how to interact with screen or UI designers to ensure the logic layer integrates with the user interface. |  |  |
| Evidence showing that you can understand how to interact with testers to optimise the user interface. |  |  |

**Generic levels of responsibility evidence checklist**

Areas of responsibility and associated typical evidence are shown below.

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| 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 or client. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence that you can demonstrate an analytical and systematic approach to issue resolution. |  |  |
| Evidence that you can demonstrate effective communication skills. |  |  |
| Evidence that you can contribute fully to the work of teams. |  |  |
| Evidence that you can appreciate the wider business context, and how your role relates to other roles and to the business of the employer or client. |  |  |

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| 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. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence that you can perform a range of work, sometimes complex and non-routine, in a variety of environments. |  |  |
| Evidence that you can apply a methodical approach to issue definition and resolution. |  |  |
| Evidence that you undertake all work in accordance with agreed safety, technical and quality standards, using appropriate methods and tools. |  |  |

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| Proficiency | | |
| Autonomy  Determines when issues should be escalated to a higher level. Works under general direction. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence that you can determine when issues should be escalated to a higher level. |  |  |
| Evidence that you can works under general direction. |  |  |

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| Proficiency | | |
| Influence  Has working level contact with customers, suppliers and partners. | | |
| Minimum expected requirement | **List the evidence in the portfolio that fulfils this requirement** | **Reflections on applying knowledge learnt** |
| Evidence that you have working level contact with customers, suppliers and partners. |  |  |