

# Building a Portfolio of Evidence for Apprenticeships



## How Line Managers Can Support

A portfolio of evidence is a crucial component of most apprenticeships, showcasing the Apprentice's skills, knowledge, behaviours, achievements, and ultimately telling the story of their apprenticeship journey. It is often used during the End-Point Assessment (EPA) to demonstrate competence.

### Examples of Evidence within a Portfolio

#### Work-Based Evidence:

Include examples of work completed during the apprenticeship, such as reports, correspondence, project documentation, or any tangible outputs that demonstrate the Apprentice's skills.

#### Reflective Accounts:

Accounts of their experiences, detailing what they did, how they did it, and what they learned. These often need to be supported by additional evidence to be accepted. We encourage Apprentices to use the STAR approach to this - situation, task, action, result. Your Apprentice's Coach can share more on this technique with you.

#### Employer Statements:

Statements from managers, mentors, or other senior staff members that validate the Apprentice's work and achievements.

#### Observations:

Observations of the Apprentice carrying out tasks can be completed by you, someone senior in the team, or even by the Coach.

#### CPD Logs:

Maintain logs of Continuing Professional Development (CPD) activities, showing ongoing learning and development.

#### Meeting Notes:

Record notes from relevant meetings, highlighting contributions and outcomes.

There are stipulations around the types of evidence that can be included in a portfolio. If you have questions specific to the Apprentice's EPA, please discuss them with your Apprentices Coach.

### Steps to building a portfolio

Your Apprentice will be encouraged to develop their portfolio evidence continuously throughout their programme. While some apprenticeships specify that portfolios should not be built until towards the end of the programme (please discuss this timeline with your Apprentice and Coach), we ensure that Apprentices have ample opportunities to develop and demonstrate their skills throughout the entire duration of their programme. This approach helps them feel confident and prepared to produce the best possible evidence when the time comes to build their portfolio.

#### Know What Needs to be Evidenced:

Ensure you are familiar with what the Apprentice needs to demonstrate. Each apprenticeship has specific learning outcomes (LOs) that explain what the learner needs to know and demonstrate in terms of skills, knowledge, and behaviours. For example, an LO which states, 'Be highly skilled at effective questioning and active listening techniques to understand a customer's needs' - the evidence for this would need to demonstrate a consistent approach to using a variety of questioning and active listening techniques such as email correspondence, a witness statement or feedback from a customer. It's important to note where multiple examples need to be provided. Using a mapping document or referencing table will help understand these outcomes, what a pass or distinction looks like (if applicable), and how the outcome is assessed at EPA. If you are unsure where to access this, speak to the Apprentice's Coach.

● **Quality Over Quantity:**

Focus on the quality of evidence rather than the quantity. Apprentices should aim to produce evidence that holistically demonstrates multiple skills, knowledge, and behaviours where possible. The apprenticeship assessment plan may also stipulate how many pieces of evidence should be accepted, as well as which learning outcomes are specifically assessed within the portfolio.

● **Comply with GDPR:**

It's important that all evidence used in the final portfolio is redacted where needed to ensure GDPR compliance. Your Apprentice's Coach can support with this.

● **Review and Reflect:**

Regularly review the portfolio with your Apprentice, providing feedback and identifying any gaps that need to be filled.

## How Can a Line Manager Support an Apprentice in Building their Portfolio?

○ **Regular Check-Ins:**

Schedule regular meetings to discuss progress and provide guidance where needed.

○ **Provide Resources:**

Offer templates and examples of good evidence to help Apprentices understand what is expected from their role, team, and organisation.

○ **Encourage Reflection:**

Promote reflective practice, helping Apprentices to critically evaluate their experiences and learn from them.

○ **Facilitate Opportunities:**

Create opportunities for Apprentices to engage in diverse tasks and projects that can be included in their portfolio. You should ensure your Apprentice has dedicated and protected time to complete activities.

Building a robust portfolio of evidence is essential for Apprentices to successfully complete their EPA and demonstrate their competence. By providing structured support and guidance, Line Managers can help Apprentices create a portfolio that showcases their skills and achievements effectively setting them up for a successful EPA.

