

Highfield Level 2 End-Point Assessment for Healthcare Support Worker

EPA-Kit

Evidence Portfolio Templates

Evidence portfolio - evidence referencing grids

The following pages contain documentation that may be used by apprentices to collate, reference and organise their evidence portfolio. The evidence column should be used to document what the apprentice has presented to cover the component. The location column should document the location of the evidence within the portfolio. The apprentice must ensure that the portfolio is cross-referenced to the skills, behaviours and values clearly and coherently in order for the portfolio to contribute to this assessment method.

Mapping example:

Health intervention			
Ref	Standards:	Evidence	Location
2.	Support individuals with long term conditions, frailty and end of life care	E 1 - OBS	REFLECTION 1 – PAGE 2
	Identify and respond to signs of pain or discomfort		
	Promote physical health and wellbeing of individuals	E 2 – Meeting minutes	REFLECTION 1- PAGE 1
	Assist with an individuals’ overall comfort and wellbeing		
	Support individuals with activities of daily living	E 6 – WORK PLAN	REFLECTION 1 - PAGE 1
	Recognise deteriorations in health, long term conditions, physiological measurements, skin integrity and report appropriately		
	Report any changes in physical health needs as appropriate		

Candidate Number:

Name:

Standard Level 2 Healthcare Assistant Practitioner

Skills:

Health intervention			
Ref	Standards:	Evidence ref	Location
2.	Support individuals with long term conditions, frailty and end of life care		
	Identify and respond to signs of pain or discomfort		
	Promote physical health and wellbeing of individuals		
	Assist with an individuals' overall comfort and wellbeing		
	Support individuals with activities of daily living		
	Recognise deteriorations in health, long term conditions, physiological measurements, skin integrity and report appropriately		
	Report any changes in physical health needs as appropriate		

Dementia, cognitive issues and mental health			
Ref	Standards:	Evidence	Location
4	Promote mental health and wellbeing		
	Recognise limitations in mental capacity and respond appropriately		
	Recognise and respond to signs of poor mental health		

	Recognise and report any deterioration in an individual's mental health		
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Basic life support			
Ref	Assessment Criteria	Evidence	Location
5	Perform basic life support for individuals using appropriate resuscitation techniques and equipment		

Physiological measurements			
Ref	Assessment Criteria	Evidence	Location
6	Undertake a range of physiological measurements using the appropriate equipment including height, weight, temperature, pulse, breathing rate and blood pressure		

Personal and people development			
Ref	Assessment Criteria	Evidence	Location
7	Take responsibility for, prioritise and reflect on your own actions and work		
	Maintain and further develop your own skills and knowledge through development activities		
	Maintain evidence of your personal development and actively prepare for and participate in appraisal		

Health, safety and security			
Ref	Assessment Criteria	Evidence	Location
8	Take appropriate action in response to incidents or emergencies following local guidelines		

Duty of Care			
Ref	Assessment Criteria	Evidence	Location
9	Follow the principles for implementing a duty of care, always acting in the best interest of individuals to ensure they do not come to harm		

Safeguarding			
Ref	Assessment Criteria	Evidence	Location
10	Follow the principles of safeguarding and protection		

Values			
		Evidence	Location
Care: Being caring and compassionate			
Honesty: Being honest to individuals and others			
Commitment: Being conscientious and committed			

Behaviours			
		Evidence	Location
Dignity: Treating people with dignity, respecting individual's diversity, beliefs, culture, values, needs, privacy and preferences			
Respect: Showing respect and empathy for those you work with			
Courage: Having the courage to challenge areas of concern and work to best practice			
Adaptability: Being adaptable, reliable and consistent			

Discretion: Showing discretion towards others		
Resilience: Showing resilience and self-awareness		

Evidence portfolio – reflection template

Reflection is essential for personal and professional development. It is the process of thinking about oneself and one's experiences in an evaluative, critical and self-aware manner. Reflection involves exploring what happened during a particular activity, event or day. Considering what went well and what did not go so well. Identifying what you might do differently next time and how you intend to put change into practice or how this will inform future practice. The reflection template could be used to demonstrate the apprentices learning and application of knowledge in practice, their values and behaviours within their evidence portfolio.

Date		Standard Covered:		Outcomes Covered:
Introduction: Brief overview of what the apprentice intends to reflect on				
Main body: Concepts and theories to current and future practice Describe what happened				
Evaluate the activity: What went well? What didn't go so well? Any concepts/theories that support this?				
What could you do to improve? How is this informed by concepts/theories/evidence?				
How would you put these improvements into practice next time? How does it inform future practice?				
Conclusion: Summary of your main points				

Evidence portfolio – observation template

The following observation template could be used to document direct observation of the apprentice in the workplace.

Apprentice name:			
Observer name and occupation:			
Date of observation:		Location:	

Standard Ref.	Commentary What has been observed and how it links to criteria	Criteria covered

Apprentice signature:	
Observer signature:	

Evidence portfolio – declaration of authentication

I confirm that the evidence provided within the portfolio has been produced and authenticated in accordance with the Healthcare Support Worker Apprenticeship Standard, Assessment Plan and EPA Kit and that production of the evidence portfolio was carried out under the specific conditions for assessment gateway and end-point assessment for this standard.

**Apprentice
Signature**

Date:

**Employer
Signature**

Date:

**Training
provider
Signature**

Date:
