

Highfield Level 2 End-Point Assessment for Healthcare Support Worker

EPA-Kit

Evidence Portfolio Templates

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 - evidence referencing grids

The following pages contain documentation that may be used by apprentices to collate, reference and organise their evidence portfolio. The evidence reference 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.

Evidence portfolio Matrix Sheet

This document should be used to map the apprentice's portfolio to the Healthcare Support Worker standards and should accompany the portfolio when submitted to Highfield Assessment.

Apprentice's Name:	
Employer:	
Training Provider:	

Ref	Assessment Criteria <i>Distinction criteria are indicated in italics</i>	Evidence Ref	Location /Page in Evidence
Communication			
1.	Communicate effectively with individuals, their families, carers and healthcare practitioners using a range of techniques, keeping information confidential		
	Handle information (record, report and store information) related to individuals in line with local and national policies		
Health intervention			
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 changes in physical and mental health needs		
Dementia, cognitive issues and mental health			
4.	Promote mental and physical health and wellbeing		
	Recognise limitations in mental capacity and respond appropriately		
	Recognise and respond to signs of poor mental health for example dementia, depression, anxiety or other cognitive issues		
	Recognise and report any deterioration in an individual's mental health		
Basic life support			
5.	Perform basic life support for individuals using appropriate resuscitation techniques and equipment		
Physiological measurements			
6.	Undertake a range of physiological measurements using the appropriate equipment including height, weight, temperature, pulse, breathing rate and blood pressure		

Ref	Assessment Criteria <i>Distinction criteria are indicated in italics</i>	Evidence Ref	Location /Page in Evidence
Personal and people development			
7.	Take responsibility for, prioritise and reflect on your own actions and work		
	Work as part of a team, seeking help and guidance when you are not sure		
	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			
8.	Maintain a safe and healthy working environment		
	Take appropriate action in response to incidents or emergencies following local guidelines		
Infection Prevention and Control			
11.	Use a range of techniques for infection prevention and control including waste management, hand washing and the use of Personal Protective Equipment (PPE)		
Moving and Handling			
12.	Move and position individuals, equipment and other items safely		

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

Apprentice Declaration

I confirm that the evidence I have provided has been produced and authenticated in accordance with the assessment specification for this end-point assessment and that the assessment was carried out under the specific conditions for the end-point assessment.

**Apprentice's
signature:**

Date:

Please ensure this Portfolio Matrix Sheet is submitted with your portfolio and that all evidence submitted is saved in one of the following file formats:

.docx

.xlsx

.pptx

.pdf

.jpg

.png

.mp3

.mp4

.m4a