

## Highfield Level 2 End-point Assessment for Large Goods Vehicle (LGV) Driver Witness Testimony Matrix Sheet

This document must be used to map the apprentice's witness testimonies to the Large Goods Vehicle (LGV) Driver assessment criteria and should accompany the witness testimonies when submitted to Highfield Assessment.

|                                  |  |
|----------------------------------|--|
| <b>Apprentice's Name:</b>        |  |
| <b>Vehicle and License type:</b> |  |
| <b>Employer:</b>                 |  |
| <b>Training Provider:</b>        |  |

### Evidence index

| Evidence ref | WT file name |
|--------------|--------------|
| 1            |              |
| 2            |              |
| 3            |              |
| 4            |              |
| 5            |              |
| 6            |              |
| 7            |              |
| 8            |              |
| 9            |              |
| 10           |              |

Guidance: You must identify exactly where in the witness testimony the criteria are covered. Please include the page and paragraph number on written evidence and timestamp or duration of audio and video in the end column.

It is permitted to have more than one witness testimony to support a criterion which, again, must be clearly mapped and location provided.

| Ref                                                           | Assessment criteria                                                                                                                                                             | Evidence ref | Location/page in evidence |
|---------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------|---------------------------|
| <b>Preparation of a vehicle (Pass)</b>                        |                                                                                                                                                                                 |              |                           |
| S6                                                            | Prepare the vehicle and load for deliveries                                                                                                                                     |              |                           |
| <b>Safe and efficient driving and use of equipment (Pass)</b> |                                                                                                                                                                                 |              |                           |
| S1                                                            | Drive safely and efficiently on public and private roads                                                                                                                        |              |                           |
| S2                                                            | Use and position vehicle fitted equipment                                                                                                                                       |              |                           |
| S3                                                            | Control the vehicle in all traffic situations                                                                                                                                   |              |                           |
| S4                                                            | Use relevant equipment machinery safely                                                                                                                                         |              |                           |
| <b>Awareness of role (Pass)</b>                               |                                                                                                                                                                                 |              |                           |
| S7                                                            | Protect the driver, vehicle and load                                                                                                                                            |              |                           |
| <b>Distinction criteria</b>                                   |                                                                                                                                                                                 |              |                           |
| D1                                                            | Make fewer errors and start to demonstrate advanced and courteous driving skills for example enhanced application of the Highway Code and defensive and economic driving skills |              |                           |
| D2                                                            | Go above and beyond what is expected of their role, for example, demonstration of particularly fast, efficient and new ways of working and improved ways of working             |              |                           |
| D3                                                            | Demonstrate originality in the consistent, effective application of technical processes, resources, techniques and materials.                                                   |              |                           |
| D4                                                            | Complete tasks independently to a level that far exceeds the minimum standard with few or no errors                                                                             |              |                           |
| D5                                                            | Select and use appropriate skills and processes, justifying their choices                                                                                                       |              |                           |
| D6                                                            | Be able to challenge where appropriate and identify solutions rather than just problems or issues                                                                               |              |                           |

### Apprentice Declaration

*I confirm that these witness testimonies are related to myself and the activities I have undertaken during my apprenticeship.*

|                                |              |
|--------------------------------|--------------|
| <b>Apprentice's signature:</b> | <b>Date:</b> |
|--------------------------------|--------------|

Please ensure this Witness Testimony Matrix Sheet is submitted with your witness testimonies and that all evidence submitted is saved in one of the following file formats:

|              |              |              |
|--------------|--------------|--------------|
| <i>.docx</i> | <i>.xlsx</i> | <i>.pptx</i> |
| <i>.pdf</i>  | <i>.jpg</i>  | <i>.png</i>  |
| <i>.mp3</i>  | <i>.mp4</i>  | <i>.m4a</i>  |

### Expert Witness Declaration

*I have reviewed the witness testimonies in full and I can confirm that they are a true reflection of the apprentice's abilities and I have witnessed the apprentice performing these tasks. I confirm that I am occupationally competent/have responsibility for the occupational competence of people working in the apprentice's role.*

|                                    |              |
|------------------------------------|--------------|
| <b>Expert witness's name:</b>      |              |
| <b>Expert witness's job role</b>   |              |
| <b>Expert witness's signature:</b> | <b>Date:</b> |