

THINK ABOUT

TEAM/LEADER SUPERVISOR
PORTFOLIO OF EVIDENCE



Portfolio of Evidence Purpose

As part of your Team Leader Supervisor apprenticeship you will need to produce a portfolio of evidence. This should be produced over the period of your apprenticeship and show how you have demonstrated team leading and management concepts in your real work environment in order to achieve real work objectives. Following your gateway meeting towards the end of your apprenticeship your training provider and employer will support you in submitting your portfolio of evidence to your end point assessor as part of the end-point assessment process.

Portfolio of Evidence Structure

Your portfolio of evidence should contain around ten pieces of evidence such as:

- Performance reviews between you and your employer
- Feedback from your line manager or colleagues
- Personal development plan (PDPs)
- Reflective accounts
- Project plans and other work plans
- Data analysis activities
- Team meeting minutes or recordings (recorded by your training provider/tutor)
- Reports or written assignments
- Observations (recorded by your training provider/tutor)
- Professional discussions between you and your tutor/training provider relating to projects and assignments showing decision making skills (recorded by your training provider/tutor)

You will be assessed against the criteria included in the tables on the following pages. Use the text box in each table to help you plan your portfolio of evidence by detailing examples from the project structure list above.

Criteria	Awareness of Self
<p>Explain and know how to be self-aware and understand unconscious bias and inclusivity. Identify your own learning style and show an understanding of learning styles. Understand personal feedback and mechanisms and how to use emotional intelligence.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p> <p><i>E.g. Personal development plans</i></p>
Criteria	Awareness of Self
<p>Reflect on own performance, seek feedback, understand why things happen, and make timely changes by applying learning from feedback received.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Management of Self
<p>Understand time management techniques and tools, and how to prioritise activities and approaches to planning.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>
Criteria	Management of Self
<p>Create a effective personal development plan, and use time management techniques to manage workload and pressure.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Decision Making
<p>Understand problem solving and decision-making techniques, and how to analyse data to support decision making.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>
Criteria	Decision Making
<p>Use effective problem-solving techniques to make decisions relating to delivery using information from the team and others and escalate issues when required.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Takes Responsibility
<p>Drive to achieve in all aspects of work. Demonstrate resilience and accountability. Show a determination when managing difficult situations</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Inclusive
<p>Seeks views of others. Be open, approachable, authentic, and able to build trust with others</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Agile
<p>Flexible to the needs of the organisation. Creative, innovative and enterprising when seeking solutions to business needs. Positive and adaptable, respond well to feedback and the need for change</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>

Criteria	Professionalism
<p>Set an example, be fair, consistent and impartial. Open and honest. Operate within organisational values.</p>	<p><i>Notes/evidence (include dates if applicable).</i></p>