

Highfield Level 3 End-Point Assessment for Team Leader/Supervisor

Mock Assessment Materials

Professional Discussion underpinned by Portfolio of Evidence

| Building a High Performance Team | | |
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| Ref | Assessment Criteria | Achieved |
| BH1 | Describe how they developed a high performing and motivated team by setting a fair, consistent and impartial example and leading by example | |
| BH2 | Describe how they developed a high performing and motivated team by setting, monitoring and supporting operational and personal objectives | |
| BH3 | Describe how they developed a high performing and motivated team by building trust and using their understanding of team dynamics, management models, emotional intelligence, active listening and learning styles | |
| BH4 | Describe, with examples, when they have shared good practice with, and provided direction and constructive feedback to, their team (and more widely) including how they actively listened and were fair, consistent and impartial in their approach | |
| BH5 | Explain how they have built trust within and across the team, managed conflict and demonstrated effective influencing and negotiation skills | |
| BH6 | <i>Evaluate motivational practices and their benefits and drawbacks (e.g. recognition, reward, enrichment, consultation) and deploy them in their approach to team building</i> | |
| BH7 | <i>Evaluate the principles of active listening and their benefits and deploy them appropriately in their approach to team management</i> | |

| Project Management | | |
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| Ref | Assessment Criteria | Achieved |
| PM1 | Explain the project lifecycle and how they have employed relevant project management tools to deliver a project against targets | |
| PM2 | Explain how they have taken effective actions to monitor and manage resources, risks and budget to deliver a project | |
| PM3 | Monitor performance and take appropriate and timely corrective action as required to support a successful project outcome | |
| PM4 | <i>Evaluate how they have adapted known project management tools and approaches to suit the needs of their organisation</i> | |

| Organisation Governance | | |
|-------------------------|---|----------|
| Ref | Assessment Criteria | Achieved |
| OG1 | Explain their application of organisational governance, compliance and performance management techniques to deliver value for money, and monitor budgets to ensure costs do not overrun | |
| OG2 | Describe how they operate within their organisation's values | |
| OG3 | <i>Evaluate the importance of organisational governance and compliance from a corporate, legal and budgetary standpoint, and describe how appropriate governance and HR practices can positively impact their team and the wider organisation</i> | |

| Managing Self | | |
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| Ref | Assessment Criteria | Achieved |
| MS1 | Explain what the implications of unconscious bias are, and the approaches they take to promote inclusivity within their workplace | |
| MS2 | Describe how they are open and honest in their approach to planning, time management and managing themselves and others | |
| MS3 | Describe how they reflect upon, seek and apply feedback on their own performance when creating their personal development plan, and managing their work and performance | |
| MS4 | <i>Describe how they have used known management tools and theories to improve their performance based upon feedback received.</i> | |