

Highfield Level 3 End-Point Assessment for Fire, Emergency and Security Systems Technician

Portfolio of Evidence Matrix Sheet

This document should be used to map the apprentice's portfolio of evidence to the Fire Emergency and Security Systems Technician standards and must accompany the portfolio when submitted to Highfield Assessment.

Apprentice:	
Pathway:	
Employer:	
Training Provider:	

Evidence Index

Evidence name	Evidence Ref	Evidence Type

Ref	Assessment Criteria	Evidence Ref	Location/ Page in evidence
Behaviours			
B1	Develops and retains trust with customers and colleagues by undertaking responsibilities in an ethical and empathetic manner		
B2	Shows commitment through being punctual, reliable, diligent and professional		
B3	Takes responsibility for own judgements and actions to achieve quality focussed outcomes		
B4	Demonstrates drive and flexibility in fulfilling requirements of role		
B5	Takes responsibility and fulfils own development and the needs of others		
B6	Keeps up to date with best practice		
B7	Maintains continuous professional development		
B8	Works productively and engages with colleagues, clients, other trades, suppliers, and the public		
B9	Takes responsibility for promoting a healthy and safe working environment		
B10	Gives consideration to appropriate use of resources and own actions taking into account the impact on environmental, social and economic factors		
B11	<i>Uses initiative to seek continuous professional development opportunities</i>		
B12	<i>Shows willingness to work above and beyond what is required</i>		
B13	<i>Shares best practice with colleagues</i>		

Apprentice Declaration

I confirm that the evidence contained within this portfolio is all my own work and any assistance given and/or sources used have been acknowledged.

Apprentice signature:	Date:
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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:

<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>