



Level 3 Composites Technician Apprenticeship (ST0094/1.1)

Portfolio of Evidence Guidance

Version 1

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INTRODUCTION

Your portfolio of evidence needs to be compiled while you are within the on-programme period of your apprenticeship. Your portfolio will support the interview element of your end point assessment (EPA). It should only have evidence related to the KSBs that will be assessed by the interview.

KNOWLEDGE, SKILLS AND BEHAVIOURS (KSBs)

Your portfolio of evidence needs to be mapped to the following KSBs:

KNOWLEDGE

K2	Composite technician's role. Limits of responsibility. Escalation procedures.
K6	Principles of sustainability and circular economy. Energy efficiency and reuse of materials. Recycling procedures. Principles of control and management of emissions and waste.
K19	Awareness of application of digital systems to support manufacture: CAD (computer-aided design), CAM (computer-aided manufacturing), CMM (coordinate measuring machine), and additive manufacture.
K20	Composite tooling and product design process awareness.
K21	Composite mould tool manufacture methods, techniques, and considerations.
K24	Process risk in composite manufacture and mitigation. Defect types and causes.
K25	Composite repair techniques: step, scarf, gel, resin injection, and riveting.
K27	Quality, cost, and delivery (QCD) standards and their importance in the workplace.
K31	Problem solving: root cause analysis, 5-Whys.
K32	Continuous improvement (CI) techniques: lean, 6-sigma, KAIZEN, and 5S.
K33	Information technology. Management information systems, word processing, spreadsheet, email, virtual learning platforms, document sharing platforms. General Data Protection Regulation (GDPR). Cyber security.
K35	Written communication techniques.
K36	Principles of team working. Equality, diversity and inclusion.

SKILLS

S6	Apply sustainability principles for example, in choice of materials, minimising waste.
S17	Identify issues for example, de-laminations, inclusions, surface defects, surface imperfections, and maintenance requirements.
S18	Escalate issues outside limits of responsibility.

S21	Interpret data for example, defect data and geometrical measurements. Use data to validate suggestions.
S22	Investigate a problem to identify the underlying cause. Identify a solution to the problem.
S23	Apply continuous improvement techniques. Devise suggestions for improvement. For example, improving the energy consumption or waste profile of processes and procedures to improve the sustainability or carbon footprint of a product, process, or task.
S24	Apply team working principles.
S26	Communicate in written form in the workplace for example, handover notes or emails, non-conformances, design change requests.
S27	Use information technology for work tasks. Comply with GDPR and cyber security regulations and policies.
S28	Plan how to meet personal development needs. Carry out and record planned and unplanned continued professional development (CPD) activities. Evaluate CPD against plans made.

BEHAVIOUR

B2	Consider the environment and sustainability.
B3	Demonstrate professional integrity.
B5	Team-focus with commitment to inclusivity.
B6	Respond and adapt to work demands or situations.
B7	Committed to continued professional development.

STRUCTURE

The portfolio of evidence will typically contain 10 discrete pieces of evidence relating to the above KSBs.

Your evidence must be mapped against the KSBs using the *AM2 - Portfolio of Evidence Matrix*.

Your evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested.

Your evidence sources may include:

- workplace documentation and records
- workplace policies and procedures
- witness statements
- annotated photographs
- video clips (maximum total duration 10 minutes); the apprentice must be in view and identifiable

These are not definitive lists; other evidence sources can be included, but your portfolio of evidence cannot not include reflective accounts, or any methods of self-assessment which have been completed you.

Any employer contributions need to be focus on direct observation of performance (for example, witness statements) rather than opinions.

The evidence presented by you should be valid, current, authentic, sufficient, and relevant to the standard. By this PIABC means:

- Valid: Relevant and appropriate to meet the KSBs criteria.
- Current: The evidence has been produced during the time you have been on the apprenticeship.
- Authentic: The evidence, such as a witness statement, must identified your work and not that of someone else or a group of people. If evidence is team-based it must be able to clearly show your contribution.
- Sufficient: There is enough evidence to be certain that performance to the required standard is consistent and could be achieved on more than one occasion.
- Relevant: There is a clear match between the item of evidence and the required KSBs criteria.

SUBMISSION

Your portfolio of evidence will be submitted at gateway along with a completed *AM2 - Portfolio Of Evidence Matrix* and *Portfolio of Evidence Declaration Form*.

You will need to sign a *Portfolio of Evidence Declaration Form*, along with a representative of your employer, to confirm that the evidence provided in the portfolio of evidence is valid and attributable to yourself.

MAPPING KSBs TO THEMES

KSBs grouped by Theme	Knowledge	Skills	Behaviour
Composite technician's role (K2, K27, S18, B3)	Composite technician's role. Limits of responsibility. Escalation procedures. (K2) Quality, cost, and delivery (QCD) standards and their importance in the workplace. (K27)	Escalate issues outside limits of responsibility. (S18)	Demonstrate professional integrity. (B3)
Sustainability (K6, S6, B2)	Principles of sustainability and circular economy. Energy efficiency and reuse of materials. Recycling	Apply sustainability principles for example, in choice of materials, minimising waste. (S6)	Consider the environment and sustainability. (B2)

KSBs grouped by Theme	Knowledge	Skills	Behaviour
	<p>procedures. Principles of control and management of emissions and waste. (K6)</p>		
<p>Design and manufacture - tools and processes (K19, K20, K21)</p>	<p>Awareness of application of digital systems to support manufacture: CAD (computer-aided design), CAM (computer-aided manufacturing), CMM (coordinate measuring machine), and additive manufacture. (K19) Composite tooling and product design process awareness. (K20) Composite mould tool manufacture methods, techniques, and considerations. (K21)</p>	None	None
<p>Composite process risk and repairs (K24, K25)</p>	<p>Process risk in composite manufacture and mitigation. Defect types and causes. (K24) Composite repair techniques: step, scarf, gel, resin injection, and riveting. (K25)</p>	None	None
<p>Problem solving and continuous improvement (K31, K32, S17, S21, S22, S23)</p>	<p>Problem solving: root cause analysis, 5-Whys. (K31) Continuous improvement (CI) techniques: lean, 6-sigma, KAIZEN, and 5S. (K32)</p>	Identify issues for example, de-laminations, inclusions, surface defects, surface imperfections, and maintenance requirements. (S17)	None

KSBs grouped by Theme	Knowledge	Skills	Behaviour
		<p>Interpret data for example, defect data and geometrical measurements. Use data to validate suggestions. (S21)</p> <p>Investigate a problem to identify the underlying cause. Identify a solution to the problem. (S22)</p> <p>Apply continuous improvement techniques. Devise suggestions for improvement. For example, improving the energy consumption or waste profile of processes and procedures to improve the sustainability or carbon footprint of a product, process, or task. (S23)</p>	
<p>Written communication (K35, S26)</p>	<p>Written communication techniques. (K35)</p>	<p>Communicate in written form in the workplace for example, handover notes or emails, non-conformances, design change requests. (S26)</p>	<p>None</p>
<p>Information technology (K33, S27)</p>	<p>Information technology. Management information systems, word processing, spreadsheet, email, virtual learning platforms, document sharing platforms. General data protection regulation</p>	<p>Use information technology for work tasks. Comply with GDPR and cyber security regulations and policies. (S27)</p>	<p>None</p>

KSBs grouped by Theme	Knowledge	Skills	Behaviour
	(GDPR). Cyber security. (K33)		
Team working (K36, S24, B5, B6)	Principles of team working. Equality, diversity and inclusion. (K36)	Apply team working principles. (S24)	Team-focus with commitment to inclusivity. (B5) Respond and adapt to work demands or situations. (B6)
Continued professional development (S28, B7)	None	Plan how to meet personal development needs. Carry out and record planned and unplanned continued professional development (CPD) activities. Evaluate CPD against plans made. (S28)	Committed to continued professional development. (B7)

GRADING

The portfolio of evidence is not assessed. The portfolio of evidence supports the interview part of your EPA. The assessor will review the portfolio of evidence to prepare questions for the interview. No feedback on portfolio of evidence is provided after this review.