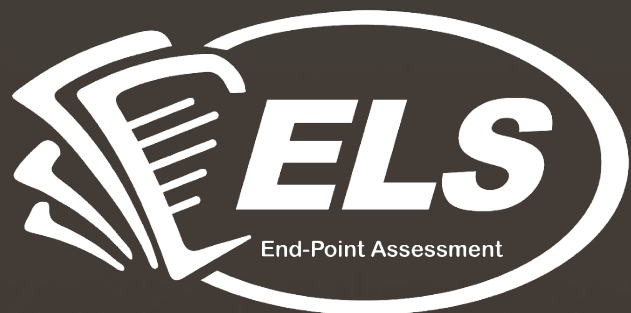




Level 4 Ordnance Munitions and Explosives Technician

Portfolio of Evidence Guide

For Apprentices and Training Providers



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1. Introduction

The Portfolio of Evidence should be a collection of examples of the work conducted by a Level 4 OME Technician apprentice during their time on programme.

The purpose of the Portfolio of Evidence is to demonstrate the Knowledge, Skills and Behaviours acquired by the apprentice throughout their apprenticeship training.

The Portfolio is there to support the 'Interview' assessment component – it informs the questioning for the Interview and should be referred to by the apprentice to support their responses. The Portfolio itself is not assessed.

2. Knowledge, Skills and Behaviour Overview Statements

The following list of Knowledge, Skills and Behaviours (KSB) descriptions/statements are mapped specifically to the Interview underpinned by Portfolio of Evidence assessment.

KSB Reference No.	Statement
K5	The principles and differences of coaching and mentoring including how to conduct the chosen option.
K6	The principles of Continuing Professional Development (CPD) and how the National Occupational Standards (NOS) can determine required CPD interventions.
K7	The limits of individual responsibility and knowledge as well as that of the team and where to seek advice when required.

K8	The processes for assessing, analysing and interpreting technical information to determine the serviceability of the OME products or plant such as: recognising signs of damage and deterioration and propose solutions in order for safe actions to be taken.
K10	The range and choice of resources, equipment and materials used within OME processes and their application and constraints.
S5	Maintain accurate record keeping and identifying areas for improvement and making recommendations.
S6	Use a range of techniques to coach, mentor and communicate within their area of OME responsibility.
S8	Identify and implement appropriate OME procedures in the workplace to meet stakeholder requirements.
S11	Plan and prioritise their own and the team's workload in response to developing events within the workplace.
S13	Apply the principles of OME to achieve the required explosive effect for a specific ordnance munition or explosive application.
S15	Use a range of techniques to supervise OME activities, within their area of responsibility.
B1	Work collaboratively as a team member.
B2	Evaluate outcomes of own performance across all duties including reflection and seeking peer review.
B4	Continual development - willingness to learn through continual development including new processes methods and technologies.
B5	Personal values - respect and tolerance with others.

3. Knowledge, Skills and Behaviour Grading Criteria

KSB Reference No.	Pass Criteria	Distinction Criteria
K5, S6, B2	Explain the difference between coaching and mentoring and explain how they determine which approach is best suited to the situation including how they evaluated their own performance seeking peer review and reflection on the task undertaken.	N/A
K6, K7, B4	Discuss how they continually develop, including keep abreast of technological advancements in the sector and how the National Occupational Standards (NOS) have applied within their limits of individual responsibility, knowing when to seek advice.	N/A
K8	Describe the processes for assessing serviceability of OME products or plant and what recommendations/solutions they have made, when these were damaged, to ensure that the workplace is safe and free from hazards.	Summarises risks to safety practices and identifies actions that can be taken to reduce risks, providing detailed evaluation of the actions ensuring they support improvements to organisation practice. (S5)
K10	Explain how they apply the basic concepts of engineering/material science, describing the range of resources, equipment and materials available.	Compare the range and choice of resources, equipment or materials used within a given application as selected by the independent assessor, highlighting pros and cons of each.
S5	Discuss how they keep accurate records and provides details of improvements they have made and recommendations they have made to support the improvements.	Summarises risks to safety practices and identifies actions that can be taken to reduce risks, providing detailed evaluation of the actions ensuring they support improvements to organisation practice. (K8)

S8, S13	Explain how they apply OME principles underpinning OME concepts and components for a given effect and can describe appropriate OME procedures in the workplace to meet stakeholder requirements.	Evaluates OME principles underpinning OME concepts and components for a given effect and can select the component to meet stakeholder requirements.
S11	Describe how they have planned, prioritised and supervised their team's workload in response to developing events within the workplace, and what techniques they have used. (S15)	Describes how they continually evaluate their own and the team's workload and how they use this analysis to plan activities to respond to events and reduce negative impact on the organisation.
S13	N/A	Justify their choices when applying OME principles to achieve the required explosive effect for an application.
S15	Describe how they have planned, prioritised and supervised their team's workload in response to developing events within the workplace, and what techniques they have used. (S11)	N/A
B1, B5	Explain how their contribution to a team activity made a difference to project outcomes or the business and how they respected the contribution of others.	N/A

4. Requirements

The apprentice will have produced the Portfolio of Evidence during their time on programme, ready to support them during their Interview assessment.

The Portfolio of Evidence needs to be submitted to ELS at Gateway, along with the required evidence of Maths and English Level 2 achievement.

The evidence provided must be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer confirming this.

ELS expect to see 12-15 pieces of evidence within the Portfolio.

5. Types of Evidence

The Portfolio of Evidence should contain a series of written accounts detailing a variety of activities completed in line with the Knowledge, Skills and Behaviour criteria for the OME Technician apprenticeship standard. Each written account must be supported by appropriate evidence, examples of which include but are not limited to:

5.1 Video / Audio Extracts

Any video / audio extracts will need to be submitted to ELS as a separate file to the main Portfolio of Evidence but must be referenced in the written account in order to indicate which attachment/evidence is relevant to which activity account.

Any video / audio extracts submitted must have a maximum duration of 5 minutes.

5.2 Written Statements

Written statements can be produced by the apprentice's employer/line manager and serve the purpose of validating that the written account in question reads true. Any written statements provided must detail:

- which activity is being validated by the use of the written statement
- the date that particular activity took place
- the date the written statement was produced
- signature from the employer/line manager to confirm that the written account produced by the apprentice and the written statement produced by themselves for evidence purposes are both accurate and true

Example: *"I can confirm as the line manager of ____ that this is a true and honest account of what I have witnessed."*

Printed Name:	
Signature:	
Date:	
Email/Tel:	

5.3 Project Plans

To support a written account regarding the undertaking of a project, apprentices may wish to include the project plans as evidenced. This may include:

- Gantt Charts
- Swim lane diagrams
- Business Case
- SWOT analysis
- Stakeholder mapping
- And any other project planning methods/techniques they may have used

5.4 Papers or Reports

If an apprentice has completed work on a particular task or even larger scale like a project and there is a paper or report produced by them to evidence this work, then this can also be submitted as evidence.

This could be provided as a separate attachment or could be shown through screenshots in the main portfolio document.

5.5 Minutes

If an apprentice has taken minutes during a team meeting or when observing an activity etc. they could include those minutes as evidence of collaborative working, record maintenance and production and more.

This could be provided as a separate attachment or could be shown through screenshots in the main portfolio document.

5.6 Observation Reports

An observation report would be produced by a manager or supervisor who has observed the apprentice completing a task or activity. The observer will note what it is they have observed and may also ask the apprentice questions during the observation period e.g. “What is the reason for you completing this task/action?” – All questions should also be documented.

Observation reports can be written and inserted into the portfolio or they may be an audio recording sent as a separate attachment.

5.7 Presentations

OME Technician apprentices may have conducted or supported presentation activities during their time on programme to mentor/coach others, present information to their team or to a customer etc.

Apprentices can evidence presentation activities with:

- an audio/video recording
- pictures
- the presentation plan
- the presentation slides
- any feedback received

5.8 Feedback from managers, supervisors or peers

The evidence shown here should demonstrate the apprentice's ability to seek feedback and reflect on their approach to tasks.

It is important that feedback from different parties (not just a line manager figure) are evidenced throughout the Portfolio to demonstrate the apprentice's proactivity to continuously develop.

Evidence of feedback could be:

- responses to a survey that was created by the apprentice and distributed to the relevant personnel
- a one to one manager meeting, audio recorded or written into a form

5.9 Performance Reviews

A performance review should outline strengths and weaknesses as well as identify areas for improvement, setting targets for the future. Apprentices can use a performance review to discuss how they went on to improve their performance and worked towards meeting their targets.

Reviews of the apprentice's performance can be selected/evidenced from:

- manager one to ones
- probationary review meeting
- feedback after performing a task

Performance reviews can be provided as:

- an audio recording, which includes the speaker/reviewer stating their name, occupation and date of the review at the beginning
- a paper-based or electronic form, which includes a date, occupation of the reviewer and signature
- a witness testimony

5.10 Reflective Accounts and Self-Evaluation

This type of evidence is encouraged but can only be used to evidence criteria '**B2**' – *Evaluate outcomes of own performance across all duties including reflection and seeking peer review.*

A reflective account or self-evaluation should be written in the first person by the apprentice themselves to describe an activity, task or procedure that they completed and evaluate what they did well and what they feel they could do better.

This could be written directly into the main portfolio document or could be shown through screenshots or an attachment.

5.11 Other

This list of evidence examples included in this guide is not extensive. This means apprentices are welcome to submit evidence in other forms if they feel the evidence they are submitting covers the apprenticeship criteria.

6. Portfolio of Evidence Format

As an example of how an apprentice should submit a portfolio with various separate attachments, this is the type of set up ELS would expect to see:

The apprentice will create an 'Attachment References' document (basic example version shown on right) to guide the ELS assessor through the evidence that they have submitted.

When it comes to submitting the Portfolio of Evidence to ELS, each email attachment must be numbered and titled to align with the Attachment References document supplied.

As an example, please see screenshot of what the Portfolio of Evidence submission email might look like:

Apprentice Name: _____

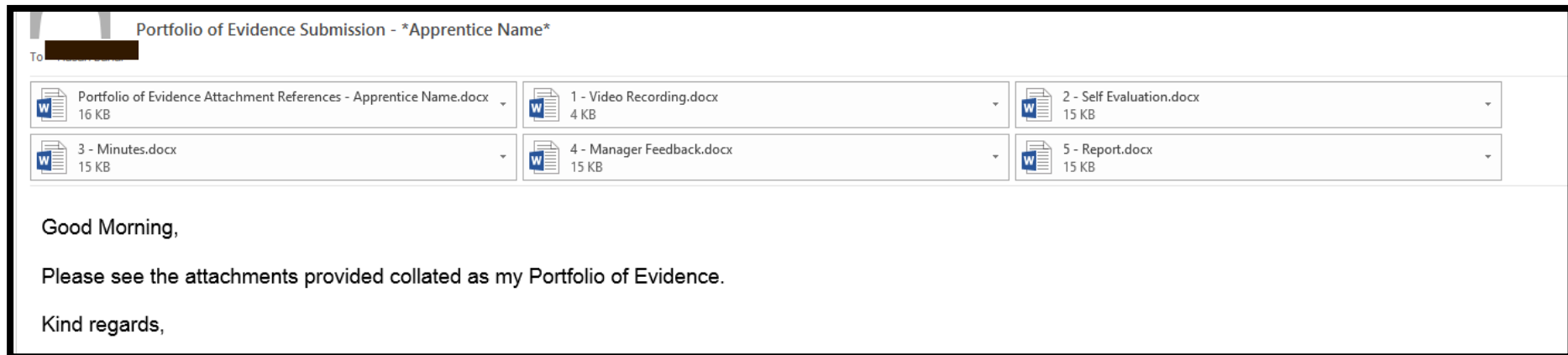
Apprenticeship Standard: Level 4 Ordnance Munitions and Explosives Technician

Portfolio of Evidence attachment list:

Attachment 1: Video recording showing _____
(Describe activity shown in recording)

Attachment 2: Self-evaluation statement in relation to _____
(What activity/task has been described and evaluated in this evidence?)

Attachment 3: Minutes taken for _____
(What meeting/activity did you write these minutes in relation to?)



As explained previously, the apprentice could also compile all of their Portfolio evidence into one main document, using screenshots or written examples and descriptions of work that they have completed. This document can be structured chronologically, or grouped to reflect the KSB criteria – however the Apprentice sees fit.

ELS simply require the Portfolio of Evidence document to include:

1. The apprentices name
2. The apprenticeship standard
3. 12-15 pieces of evidence

7. Coming Soon

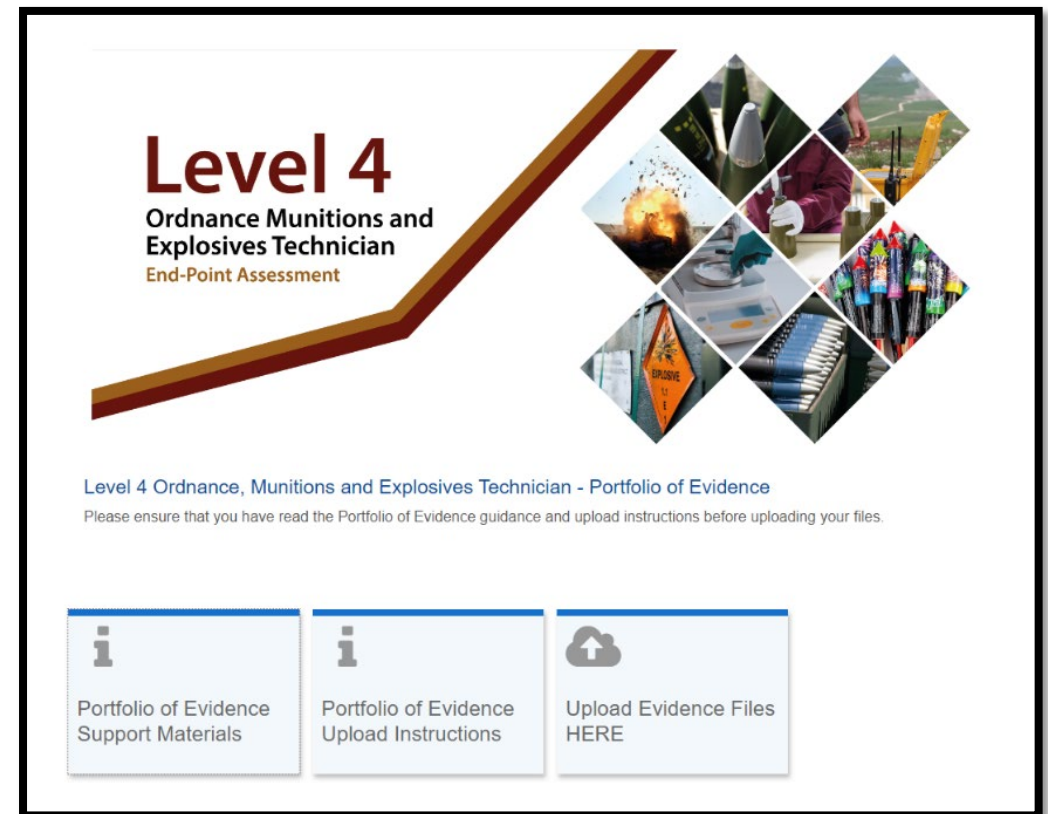
ELS are currently working on another option for apprentice's to submit their portfolio evidence. This option would be for apprentice's to upload their evidence to Moodle.

Moodle is an online testing software, that has multiple capabilities. ELS use Moodle across various company departments and have the software built into the company website.

The option currently being explored would allow apprentices to log into the Moodle platform and upload the files that they are wanting to submit as part of their Portfolio.

They would also be given access to relevant support documentation for their assessments alongside the upload area. Please see image to the right as an example.

ELS will update this guide with further information once the Moodle capability has been tested and implemented.



8. Safety and security of information (Apprentice evidence)

ELS as a Facility Security Clearance company

Explosive Learning Solutions Ltd (ELS) is a Facility Security Clearance (FSC) company. Formerly known as 'List X'. FSC refers to contractors or subcontractors which have been formally assessed by the relevant Government authority and reached the required standard as defined in Government Functional Standard 007 – Security (GovS 007) to hold, process or manufacture material at SECRET (foreign CONFIDENTIAL) on our company premises.

For over 16 years ELS has worked on government contracts with the MoD, OGD and NATO whereby stringent security aspects have been applied and adhered to without any incidents.

ELS is also experienced with deploying core staff and associate consultants for employment on sensitive government employment worldwide.

ELS have a Restricted Land Interface (RLI) / SCI MOD intranet laptop which we can receive, store and manage Official Sensitive material (soft copy). We also have secure storage and can store and manage "SECRET" material (hard copy). The secure facility is closely controlled and managed by our Security Controller and Manager (Jim Garvey).

ELS maintain our FSC status by:

- Interpreting, implementing and monitoring compliance with FSC security controls
- Maintaining a relationship with the Contracting Authority (CA) and MoD Principle Security Advisor Team (PSyA).
- Preparing and implementing company security instructions, Risk Management and Accreditation Document Sets (RMADS) and Security Operating Procedures (SyOPs);
- Education and Awareness training;
- Incident Management;
- Inform CA and MoD PSyA on changes to the FSC requirement or structure.
- Controlling visitors within the 'need-to-know' rule.

- ELS hold and manage a Secure Connect Industry (SCI) laptop and secure connection to facilitate exchange of information up to Official Sensitive between ELS, MoD Departments and Defence Industry FSC Establishments.

Electronic Portfolios and Apprentice Evidence

ELS hold one licenced secure email which is designated for the use of the ELS End Point Assessment Organisation (EPAO) / Ofqual approved Awarding Organisation (AO) to send and receive classified **Official Sensitive (OS)** information and data.

This EPAO/AO email address is: scielsendpointassmtorg@wac.r.mil.uk

E-mails to this address can only be sent from an equivalent @wac.r.mil.uk e-mail.

For Apprentices/employers who wish to utilise Restricted Land Interface (RLI) / SCI MOD intranet laptop and who must protect and safeguard information you have two options;

Option 1: Send evidence via the MOD account/laptop (up to Official Sensitive)

Option 2: Send evidence in Hard copy which can be stored safely – but this is really not ideal due to volume of work which will start coming through.

Please inform your EPA Coordinator if you wish to send information/evidence via the RLI laptop so the Head of End Pont Assessment (EPA) can check the account with the ELS Security Controller/Manager. Please do this before sending through your evidence so we know to expect it.

Another option would be, for projects and portfolios, to send evidence through normal email to your EPA Coordinator however please ensure apprentices use code/made up names (not real names or real code names) for people, units, teams, branches, locations, deployments, kit/equipment, software, etc. This may be verbal or written. Sensitive/Classified/Secret Information and data can be referred to but can also be redacted from the evidence to safeguard it.

So in summary, if talking about deployments/systems/intelligences etc please don't provide real names or terminology unless "open source" information is used.

ELS can confirm that all of our data storage, transfers and servers are UK-based.

9. Portfolio of Evidence

9.1 Tracker

Apprentices and training providers should have received a separate “Portfolio of Evidence Tracker”. This is a PDF document to be used alongside this guide.

Apprentices should complete the Portfolio of Evidence Tracker document with support from their training provider to indicate where apprenticeship criteria has been covered within their Portfolio of Evidence. This document can be updated as the Portfolio of Evidence is worked on and in progress, but a final version of the matrix must be submitted to ELS alongside the completed Portfolio of Evidence at Gateway.

For context;

- “STAR” refers to the structured response method which stands for: Situation, Task, Action, Result
- “RAG Rating” is a colour coded review system, using Red, Amber, Green to indicate progress or quality.
 - **Green** – This is a strong piece of evidence and all signatures are present. Fully meets all KSB criteria.
 - **Amber** – The apprentice meets the majority of the KSB criteria but additional evidence would strengthen e.g. a witness testimony or a signature could be missing.
 - **Red** – This evidence is currently a weak example and is not enough to fully meet the KSBs.
- The Tracker provided only includes the KSB criteria that is mapped specifically to the Interview (underpinned with the Portfolio of Evidence) assessment.
- The final column of the Tracker should be completed to confirm that the evidence has been submitted to ELS.
- The red text in the first row of the table on Page 18 of this guide serves the purpose of an example only and shows the apprentice how the Matrix should be completed. Please see an example of how the Portfolio of Evidence Matrix should be completed on the next page.

9.2 Portfolio of Evidence Tracker Example

KSB	Assessment Criteria	Portfolio Evidence number (e.g. E1)	Description of evidence (STAR)	Other KSBs covered	RAG Rating	Submitted /Uploaded to ELS (✓)
KNOWLEDGE						
K5	The principles and differences of coaching and mentoring including how to conduct the chosen Option.	<i>E1</i>	<i>A new member of staff joined the team who needed to be coached on how to “insert task” and so I arranged a session where I could walk them through this process. The result of the session was that the team member could now perform said task. Evidence E1 is a witness testimony produced by the new team member, providing an explanation of the session and feedback on my coaching skills. The witness testimony is also supported by a statement from my line manager. I have also included some product evidence. All dates and signatures are present.</i>	<i>B1, B5</i>	Green	✓

10. Evidence Cover Sheets

It is important that every piece of evidence submitted to ELS as part of an apprentice's portfolio is submitted alongside a completed "Cover Sheet".

The purpose of a Cover Sheet is to highlight the key information contained within the piece of evidence being submitted, such as:

- The type of evidence being submitted
- A summary of the task/activity undertaken
- Date the task/activity was completed
- What assessment criteria (Knowledge, Skills and Behaviours (KSBs) are being demonstrated through this evidence

Completing a Cover Sheet before submitting the evidence also encourages the apprentice's mentor/supervisor to review or add comments to the evidence being put forward.

Signature boxes have been provided at the bottom of the Cover Sheet as confirmation of the evidence submission. Both the apprentice and their mentor/supervisor must complete this section.

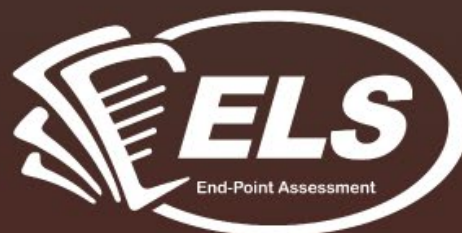
11. Further Support

If you have any queries or concerns regarding the Portfolio of Evidence requirements or the contents of this Guide, please contact us:

Email: epaenquiries@explosivelearningsolutions.com

Telephone: 01235 861805

Evidence Cover Sheet	
The purpose of this document is to highlight the key information relating to the accompanying pieces of evidence. This cover sheet must be completed and submitted alongside all pieces of evidence being submitted to ELS as part of an apprentice's Portfolio of Evidence. Please complete one cover sheet per evidence submission.	
Apprentice Details:	
Apprentice Name:	
Mentor/Supervisor:	
Training Provider:	
Date:	
Evidence Details:	
Evidence Ref. No.	
Evidence Type	
Date Task/Activity Performed	
Brief Summary of Task/Activity	
KSBs Covered	
Mentor/Supervisor Comments	
Signatures:	
<i>I can confirm, as the apprentice, that I am content in the submission of this evidence as an addition to my Portfolio and that the evidence being submitted represents my own work.</i>	
Apprentice Signature:	
Date:	
<i>I can confirm, as the apprentice's mentor/supervisor, that the evidence provided accurately reflects the task/activity undertaken and is the apprentice's own work.</i>	
Mentor / Supervisor Signature:	
Date:	
L4-OME-Technician-Portfolio-of-Evidence-Cover-Sheet-v0.1.1	



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