

## Evidence guidance for level 4 EPA 2 Reflective statement and portfolio

The level 4 EPA 2 submission is combined of [3-5 Reflective statements and portfolio](#), [a mapping document](#) and portfolio evidence.

The [grade descriptors](#) are provided to enable Apprentices to show full competent responses. A portfolio of evidence must be submitted alongside the reflective statements to validate the claims of competence of the skills and behaviours.

A good range of evidence will ensure the best outcome for your submission. There are different types of evidence that can be provided such as the below:

- Work outputs
  - Spreadsheets
  - Presentations
  - Diagrams
  - Documents
  - Reports
  - System generated reports
  - Project timetables and completion dates
  - Confirmation of attendance at meetings or workshops
  
- Emails that support the task and skills and behaviours claimed in the reflective statements.
  - Minutes of meetings
  - Emails to/from managers, peers, and other stakeholders
  - Questioning emails
  
- Witness testimonies that support the task and the skill and behaviour claimed in the reflective statements.
  - Written statements from managers. For example, a witness testimony from a manager stating that you had to work under pressure on the task (to support adaptability)

In some circumstances it may be necessary to redact information from the evidence, such as email addresses or detail that might be confidential. This is acceptable as long as there is sufficient information for the assessor to link and understand the evidence as it relates to the skill and behaviour being claimed.

### Presenting your evidence

As well as providing a range of evidence it is important to present your evidence in readable format so that it can be read and understood by the assessor.

The below may be useful to consider when you are combining the evidence into a PDF document.

- Screen shots – ensure that you enlarge the screen shot so that the detail is big and clear enough to be read by the assessor.
- Page orientation – In some circumstances it might be best to change the page orientation from portrait to landscape and vice versa to ensure the evidence presented is readable.

Further guidance can be located within the [handbook](#).