

Level 4 EPA 2 performance descriptors

Reflective statement and portfolio	Not yet competent	Competent
	The quality of the Reflective statement and portfolio can generally be described using some or all of the following characteristics:	The quality of the Reflective statement and portfolio can generally be described using some or all of the following characteristics:
<p>Situation: Describe the context within which you performed between 3 to 5 significant tasks, with each relating to one of the core activities A to G.</p> <p>Task: Describe your role or responsibility for each task.</p>	<p>Unsuitable tasks chosen; either</p> <ul style="list-style-type: none"> – tasks cannot be accurately categorised as one of the core activities – tasks are too small or not challenging enough to cover the skills and behaviours. – tasks do not cover sufficient core activities. <p>Description of tasks missing or too brief.</p> <p>Lack of clarity about the apprentice's specific role and responsibilities within the tasks.</p>	<p>Significant and challenging tasks chosen to cover the skills and behaviours:</p> <p>Tasks cover at least three core activities.</p> <p>Tasks succinctly and clearly described.</p> <p>Specific individual role and responsibilities within the task clearly described.</p>
<p>Action: Describe how you completed the tasks and the steps you took to meet the challenges.</p>	<p>Inadequate description of the steps taken by the apprentice in completing the tasks.</p> <p>Actions are not clearly linked to the skills and behaviours claimed.</p> <p>None or few skills and behaviours demonstrated within the context of the tasks</p> <p>For additional information on how the skills and behaviours can be demonstrated, see “skills and behaviours supporting guidance”.</p>	<p>Individual steps taken by the apprentice in completing the tasks clearly described.</p> <p>Actions are clearly linked to skills and behaviours claimed.</p> <p>Range of skills and behaviours clearly demonstrated in the context of the tasks.</p> <p>For additional information on how the skills and behaviours can be demonstrated, see “skills and behaviours supporting guidance”.</p>
<p>Portfolio evidence: Provide direct and/or indirect evidence that supports the claims for</p>	<p>Insufficient or no evidence presented to support the skills and behaviours claimed.</p>	<p>Sufficient current and valid evidence presented to support coverage of the 12 skills and behaviours in the context of the tasks.</p>

<p><i>demonstration of skills and behaviours.</i></p>	<p>Evidence provided is either not current or does not support the skill and behaviour claimed.</p> <p>Evidence not or inconsistently referenced to the skills and behaviours claimed.</p>	<p>Evidence referenced to the skills and behaviours claimed.</p>
<p>Results: <i>Reflect on the outcomes of the tasks to identify lessons learned and what you would do differently in the future.</i></p>	<p>Lessons learned and self-reflection either not provided or limited.</p> <p>Limited or no reflection of what the apprentice would do differently in the future.</p>	<p>Lessons learned are clearly described.</p> <p>Self-reflection on what the apprentice would do differently in the future.</p>