

Improvement Apprenticeship L3

Log Book Checklist for Learner Evidence Folder

Your Log Book is one of the key elements of the End Point Assessment (EPA) Gateway.

You must collate a minimum of one piece of evidence that demonstrates each required Knowledge, Skill and Behaviour (KSB) of the standard as set out in the coverage matrix in Annex 3.

Evidence must be holistically mapped against the KSBs which means there does not need to be a separate piece of evidence for each KSB. For example, you may write up a meeting held with stakeholders to demonstrate team working and project management.

The log must reference between 13 and 15 pieces of evidence.

The main forms of evidence you should include are:

- Work Product – Completed projects/reports, photos of visual management boards, training/communion plans
- Reflective Account – short written piece summarising, from your point of view, the situation (when, where, who), what was done, the results, next steps and key learning points
- Testimonial – short written piece summarising, from someone else's point of view, the situation (when, where, who), what was done, the results, next steps and key learning points. The name, role and signature of the author of the testimonial must be included and it must clearly explain their involvement/expertise that enables them to provide a valid testimonial.

Most of your evidence for the CPD log will come from your work on the project and the application of KSBs in your workplace (“the journey you took throughout your apprenticeship”). However, there must be at least one piece of evidence generated on Launch day.

Each piece of evidence must be separately dated and signed.

We have developed the checklist that follows to help you ensure that you have all of the required evidence for successful completion of your EPA Gateway – we strongly recommend you follow it carefully.

The log must reference between 13 and 15 pieces of evidence.

The log will be used to underpin the EPA Professional Discussion.

Fail criteria are set-out in the Standard and in this document. Please check these and make sure that you avoid them all.

Pass, Merit and Distinction criteria are set out in the Standard and in this document. We encourage you to review the criteria and identify opportunities to maximise the learning opportunity associated with this programme.

Leadership and Personal Development, Strategic Management, Lean Six Sigma & Quality Tools

Knowledge statements from the Standard – Have knowledge of...	Evidence that Demonstrates this Requirement – please insert reference numbers and ensure these correspond with the reference number on the evidence in your Log Book – we have listed examples of evidence you could include
2. Team Formation and Leadership – Improvement Team roles and responsibilities in a Change environment.	K2 <ul style="list-style-type: none"> • <i>Improvement Project Report – Team Members, RACI, Stakeholder Analysis, Communications Plan</i> • <i>Testimonial and/or reflective account</i> • <i>Team Working and Leadership question sheet completed during training</i> • <i>Reflective account from facilitation skills activity on training day</i>
3. Self-Development – Different sources for knowledge development.	K3 <ul style="list-style-type: none"> • <i>Reflective account including reference to use of Capella training materials, reading books/blogs/journals, subscription to on-line forums, going to workshops/conferences on the subject of Improvement., etc.</i>
Skills statements from the Standard – Have the skills within the context	
2. Communication – Share Improvement progress through appropriate reporting.	S2 <ul style="list-style-type: none"> • <i>Improvement Project Report</i> • <i>Visual Management Boards</i> • <i>Communication Boards</i> • <i>Testimonial from your manager</i>
3. Project management - Plan, manage and implement improvement activities. Identify and support management of risks. Develop the business case for improvement activity and implementation.	S3 <ul style="list-style-type: none"> • <i>Improvement Project Report</i> • <i>Completed FMEA/risk assessment for your project</i> • <i>Containment Plan</i> • <i>Cost Benefit Analysis and/or Payoff Matrix</i> • <i>Improvement Implementation Plan</i> • <i>Testimonial and/or reflective account</i>

4. Change management - Engage through communications. Reinforce – positively and negatively. Effectively coach peers.	S4 <ul style="list-style-type: none"> • <i>Improvement Project Report – Team Members, RACI, Stakeholder Analysis, Communications Plan</i> • <i>Testimonial from coachee</i>
17. Benchmarking - Recognise the value of sharing best practice.	S17 <ul style="list-style-type: none"> • <i>Improvement Project Report – SMART target setting, Replication Plan</i> • <i>Visual Management Boards</i> • <i>Communication Boards</i>
Behaviour statements from the Standard – Demonstrate the following behaviours:	
1. Drive for results - Clear commitment for identifying opportunities and delivering improvements, pays attention to detail. Include: <ul style="list-style-type: none"> • A copy of your time-log demonstrating a minimum 20% OTJ training for the duration of the programme and regular learning throughout. 	B1 <ul style="list-style-type: none"> • <i>Improvement Project Report</i> • <i>Project Selection Matrix</i> • <i>Replication Plan</i> • <i>OTJ Time-log demonstrating learning throughout</i> • <i>Reflective account</i> • <i>Testimonial from your manager</i>
2. Team-working - Helps when asked, works effectively in a diverse team, considers impact of own actions on others, motivates peers. Include reference to Democracy as a British Value.	B2 <ul style="list-style-type: none"> • <i>Reflective account</i> • <i>Testimonial from your manager</i>
3. Professionalism - Acts in a moral, legal and socially appropriate manner, aligns behaviours to the organisations values, trusted to working on own when appropriate. Include reference to Rule of Law and Mutual Respect/Tolerance as a British Values. Include a copy of your signed Apprenticeship Agreement.	B3 <ul style="list-style-type: none"> • <i>Apprenticeship Agreement - signed</i> • <i>Improvement Project Charter showing links to Business Objectives/Organisational values.</i> • <i>Reflective account</i> • <i>Testimonial from your manager</i>

<p>4. Continuous Development - Acts upon feedback, reflects on performance and has a desire for learning. Include:</p> <ul style="list-style-type: none"> • Your completed Learning Styles questionnaire • Your full BSKB assessment including results page. • Copies of your certificates for English and Maths • A copy of your Individual Learning Plan (ILP) including Mid, Gateway and Exit Review. • A copy of your Tracker. 	<p>B4</p> <ul style="list-style-type: none"> • <i>Your completed Learning Styles questionnaire</i> • <i>Your full BSKB assessment including results page.</i> • <i>Copies of your certificates for English and Maths</i> • <i>A copy of your Individual Learning Plan (ILP) including Mid, Gateway and Exit Review.</i> • <i>A copy of your Tracker.</i> • <i>Reflective account</i> • <i>Testimonial from your manager</i>
<p>5. Safe Working - Ensures safety of self and others, challenges safety issues. Include a copy of the completed H&S Vetting document which must be no more than 12 months old.</p>	<p>B5</p> <ul style="list-style-type: none"> • <i>Completed H&S Vetting form</i> • <i>Completed Process Risk Assessment</i> • <i>Reflective account</i> • <i>Testimonial from your manager</i>

<p>Requirements for Merit: In addition to satisfying all criteria for a Pass, satisfies 3 of the following criteria:</p> <ol style="list-style-type: none"> 1. Critically evaluates their improvement journey and identifies recommendations for improvement/change (e.g. “If I were to do this again I would...” (B4) 2. Identifies other opportunities for improvement in their area (B1) 3. Uses own knowledge and skills to support colleagues in their application of improvement tools (B4) 4. Takes the opportunity to co-deliver training to upskill colleagues (B1) 	<ul style="list-style-type: none"> • <i>Reflective account</i> • <i>Testimonials from others</i> • <i>Item 4 only – Training plan, resources and delegate feedback</i>
<p>Requirements for Distinction: In addition to satisfying all criteria for a Pass, satisfies 4 of the following criteria:</p> <ol style="list-style-type: none"> 1. Critically evaluates their improvement journey and identifies recommendations for improvement/change (e.g. “If I were to do this again I would...” (B4) 2. Identifies other opportunities for improvement in their area (B1) 3. Uses own knowledge and skills to support colleagues in their application of improvement tools (B4) 4. Takes the opportunity to co-deliver training to upskill colleagues (B1) 	<ul style="list-style-type: none"> • <i>Reflective account</i> • <i>Testimonials from others</i> • <i>Item 4 only – Training plan, resources and delegate feedback</i>