**RECAO EPA Supporting Document**

**Appendix 1:**

**Portfolio evidence locator document**

**Level 3 Recruiter Standard ST1421**

Document Reference Table

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| **Document Reference:** | EPAOPol\_App1\_SC\_0125 |
| **Apprenticeship Standard:** | Recruiter ST1421 v1.0 January 2025 |
| **Document Title:** | Guidance Document - Employers, Training Providers & Apprentice |
| **Date of Issue:** | 15/01/2025 |
| **Version:** | 1 |
| **Date of Next Review:** | January 2026 |
| **Document Owner:** | RECAO Responsible Officer |
| **Contact:** | centres@rec.uk.com |
| **Address** | RECAO, 20 Queen Elizabeth Street, SE1 2LS |
| **Associated Conditions:** |  |
| **Policy is for the use of:** | Current and prospective REC EPA Centres, Centre Staff, Apprentices, Employers and AO Staff. |
| **Associated Policies:** |  |
|  |  |
| **Date** | **Owner** | **Section** | **Amendment** |
| **07/2025** | SC | All | New Document |
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**Professional discussion underpinned by a portfolio of evidence mapping document.**

**Apprentice Details**

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| --- | --- |
| **Apprentice name** |  |
| **Employer** |  |
| **Training Provider** |  |

The published assessment plan requires you, the apprentice to compile a portfolio of evidence during the on-programme period of the apprenticeship. It should only contain evidence related to the KSBs that will be assessed by the professional discussion. It will typically contain 15 pieces of evidence. Evidence must be mapped against the KSBs. Evidence may be used to demonstrate more than one KSB. A qualitative as opposed to quantitative approach is suggested.

**Evidence sources may include:**

* Workplace documentation and records.
* Workplace policies and procedures.
* Witness statements.
* Annotated photographs.
* Video clips with a maximum total duration 10 minutes, the apprentice must be in view and identifiable.

This is not a definitive list as other evidence sources can be included. It could be a single thing or activity, or it could also be a combination of one main document that is supported by 2-3 annexes/appendices. They will all be related and when combined provide full coverage of an activity undertaken that you wish to showcase.

The portfolio of evidence should not include reflective accounts or any methods of self-assessment. Any employer contributions should focus on direct observation of performance, for example, witness statements, rather than opinions. The evidence provided should be valid and attributable to the apprentice and the portfolio of evidence should contain a statement from employer and apprentice confirming this.

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| **Evidence Reference Number** | **Activity or Title of Document** | **Number of annexes/ appendices** | **Location of evidence** |
| **1** |  |  |  |
| **2** |  |  |  |
| **3** |  |  |  |
| **4** |  |  |  |
| **5** |  |  |  |
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| **14** |  |  |  |
| **15** |  |  |  |

**Please complete the following table and list the 15 pieces of evidence you are using within your showcase portfolio.**

**Using the matrix below, map your evidence to the relevant KSBs.**

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| **Stakeholder engagement and management** |
| **KSBS reference** | **Learning outcome** | **Evidence reference number** | **Recording time stamp, page number or paragraph number** |
| K17, S11  | Methods for communicating information and interacting with candidates and other stakeholders to facilitate understanding, for example face-to-face or online meetings, emails, reports, and presentations. (K17)Communicate information through different media, for example face-to-face or online meetings, emails, reports, and presentations. (S11) |  |  |
| K3 | Stakeholder requirements, for example consultation, salary benchmarking, market trends analysis, competitor analysis, sourcing candidates and or job roles. (K3) |  |  |
| K25, S22 | The complaint handling process for their organisation. (K25)Respond to stakeholder complaints and escalate where appropriate. (S22) |  |  |
| K15 | Sales and marketing activities that support stakeholder requirements. (K15) |  |  |
| K16 | Negotiating and influencing techniques. (K16) |  |  |
| B1 | Acts professionally, ethically and with integrity. (B1) |  |  |

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| **Recruitment market and models** |
| **KSBS reference** | **Learning outcome** | **Evidence reference number** | **Recording time stamp, page number or paragraph number** |
| K2 | Different types of recruitment organisation, including their own organisation’s brand and service offering. (K2) |  |  |
| K5 | Recruitment models, including permanent, temporary, fixed term, managed service provider (MSP) contracts, and recruitment process outsourcing (RPO) contracts. (K5) |  |  |
| S1 | Identify, progress, and convert leads into new candidates, placements, or clients. (S1) |  |  |

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| **Organisational strategy** |
| **KSBS reference** | **Learning outcome** | **Evidence reference number** | **Recording time stamp, page number or paragraph number** |
| K7, S17 | External influences on the recruitment market, including social, economic, legislative, political, and technology. (K7)Identify future changes in the sector that may impact the organisation, for example technology advances. (S17) |  |  |
| K8 | Principles of assessing labour market conditions, including identifying shortages for specific roles and demand for candidates with transferrable skills to move from the legacy carbon economy into green economy jobs. (K8) |  |  |
| K20, S20 | The organisation's resource strategy and goals, and how this impacts their role. (K20)Identify and maximise opportunities to support the organisation’s business strategy, for example growing client or candidate pipelines. (S20) |  |  |

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| **Policy, regulations and legislation** |
| **KSBS reference** | **Learning outcome** | **Evidence reference number** | **Recording time stamp, page number or paragraph number** |
| K6, K24, S4, S16, S18 | Regulations, legislation, and codes of practice that impact their role and the organisation, and the implications of non-compliance, including data protection, the Employment Agencies Act and the Equality Act. (K6)Principles and policies of equity, diversity and inclusion in the workplace, and their impact on the organisation and recruitment activities. (K24)Interpret and apply regulation and legislation, share best practice, and advise stakeholders on their application. (S4)Challenge poor practice and non-compliance with the recruitment process and escalate where appropriate. (S16)Interpret policies to support and promote the delivery of equity, diversity, and inclusion in the workplace, and monitor their impact on recruitment activities. (S18) |  |  |

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| **Recruitment processes** |
| **KSBS reference** | **Learning outcome** | **Evidence reference number** | **Recording time stamp, page number or paragraph number** |
| K9, K11, S7, S8 | Methods used for assessing candidates, for example planning and facilitating assessment centres, interview panels, informal telephone conversations, and how to support the candidate experience, including those requiring reasonable adjustments. (K9)Principles and techniques of candidate assessment, including assessing transferable skills to fulfil stakeholder requirements, for example to identify candidates with skills that could transfer into new green economy jobs. (K11)Process, review, and progress candidate applications. (S7)Create and present diverse short lists of candidates to stakeholders. (S8) |  |  |
| S9, S14 | Inform and advise candidates on the outcome of their application at the individual stages of the recruitment process, including those that have been unsuccessful. (S9)Place candidates into roles that match their skills and stakeholder requirements. (S14) |  |  |

**Please return the above completed form to** **epa@rec.uk.com**