

FDQ Level 3 End-point Assessment for Food and Drink Maintenance Engineer ST0195 V1.1

Portfolio of Evidence Submission Template **September 2025**

Portfolio of Evidence Submission Template	
Complete the details below before submitting this template	
Apprentice name	
Apprentice learner number	
Apprentice signature	I confirm that the evidence presented in this portfolio is my fully attributable to me and meets the KSBs required for the Interview with Portfolio of Evidence assessment component. Signature:
Employer	
Employer signature declaration	I confirm that the evidence provided in this portfolio is authentic to the apprentice, meets the KSBs required for the Interview with Portfolio of Evidence assessment component. Signature:
Training provider (IQA)	
IQA signature declaration	I confirm that the evidence provided in this portfolio has gone through IQA, is mapped appropriately, meets the KSBs required for the Interview with Portfolio of Evidence assessment component and follows a qualitative approach. Signature:
Date of submission of PoE	

Introduction

All apprentices must submit a Portfolio of Evidence to comply with the requirements of the L3 EPA for Food and Drink Maintenance Engineer. This document gives guidance to apprentices and training providers on types of acceptable evidence and how it should be collated.

The evidence in the portfolio must

- be produced whilst the apprentice is on-programme, either at college or in the workplace
- be clearly mapped to the Knowledge Skills and Behaviours (KSBs) to be assessed in the Interview underpinned by a portfolio of evidence (IPE).
- be authentic and attributable to the apprentice
- a qualitative as opposed to quantitative approach is suggested, therefore there should be no less than 8 and no more than 12 pieces of evidence within the PoE (typically 10 pieces of evidence)
- It 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

It is not mandatory to use this guide. Apprentices are free to present evidence in any way that meets the gateway requirements, however, by following the steps provided, the apprentice will be able to collate a range of evidence that can be used directly within the IPE assessment on the day of the EPA. It is therefore important that apprentices submit a portfolio which includes relevant and concise evidence which can easily be referred to within the IPE session.

Format

FDQ does not prescribe how the portfolio of evidence should be presented, however this must be provided in electronic format to make the submission to the IE straightforward.

It is recommended that each piece of evidence is no more than 4 A4 pages long and is saved as a pdf.

Video or audio files should be no longer than 5 minutes each and be saved as MP3 or MP4 files.

All files should be saved in a zipped folder which should then be shared with FDQ via Sharepoint.

Content

FDQ recommends that the Portfolio of Evidence should typically contain 10-12 pieces of evidence, one for each of the themes in the grading criteria (see table below).

However, it is possible to use the same piece of evidence to cover 2 or more themes.

Steps to follow to create a PoE for Food and Drink Maintenance Engineer ST0195 V1.1

1. Familiarise yourself with the 12 themes that must be covered in column 1 below.
2. Read through the examples of evidence in column 2. Think about your role and the work you have done so far. Decide on types of suitable evidence you can use to demonstrate the theme (a maximum of 2 video pieces of evidence are allowed).
3. Speak with your employer and training provider to get their opinion of the evidence types you have selected.
4. Once you have made a final decision on the evidence you will use for each theme, spend some time to annotate the evidence, record video clips or obtain witness statements to show your competency on the 12 themes.
5. Save the files in the appropriate format (pdf, MP3 or MP4)



6. Complete the portfolio mapping document below, clearly referencing your evidence both on the document and within the zipped folder – e.g. EV1 Continuous Professional Development (CPD) log.
7. Submit the portfolio mapping document with your zipped evidence files via FDQ SharePoint, 2 weeks before your EPA date.

Theme KSBs	Requirements and typical examples of evidence
1.Food and Drink Maintenance Engineer's role K2	Evidence should demonstrate elements of the role the apprentice undertakes. Examples: - Completed CI project report, illustrating the apprentice's role in improving efficiency, showing name and signature - Team meeting minutes the apprentice has written, showing involvement with other teams and functions, showing name and signature
2.Reliability techniques K21, S12	Evidence should demonstrate competence in using one or more reliability techniques Examples: A completed report written by the apprentice, showing use of condition monitoring or vibration analysis, illustrating how these techniques reduce breakdowns, failures and/or operational losses. This could be part of a college exercise for example.
3.Component manufacture K26, S18	Evidence should demonstrate the apprentice's skills in manufacturing mechanical components Examples: - Photos of component manufacture stages, e.g. welding a component or fabricating a stand for a piece of equipment. Photos should be signed and dated and clearly show the apprentice's face - Video of apprentice using joining techniques, showing how they measure requirements and allow

	for tolerance. Video should include a date and clearly show the apprentice's face
4.Welding K25, S19	Evidence should demonstrate the apprentice's skills in applying down-hand (flat) TIG welding techniques (butt and tee) Examples: • Photos of the stages involved in welding a component, signed and dated (this could be cross referenced to item 3 above) • Video of the apprentice using welding techniques, showing how the weld is important to the equipment being worked on. Video should include a date and clearly show the apprentice's face. This could be carried out in a college environment or in the workplace
5.Problem solving and fault finding K39, K40, S22	Evidence should demonstrate the apprentice's skills in using problem-solving techniques such as root cause analysis, DMAIC (define measure analyse improve control), PDCA (Plan, Do, Check, Act) or other appropriate techniques Examples: • Written report showing use of the technique, signed and dated. This could be part of a college exercise • Extract from a project showing how a problem solving technique was applied. Signed and dated by the apprentice • Video of the apprentice using the technique. Video should include a date and clearly show the apprentice's face
6.Continuous Improvement K41, S23, B2	Evidence should demonstrate use of different improvement techniques e.g. 5 S' (sort, set, shine, standardise and sustain), Kaizen Examples:

	• Before and after photos of 5S application with brief description of what was done. Signed and dated by the apprentice • Training record for an improvement technique, with a brief description of how it was applied • Report for a CI project carried out in the workplace, showing how the apprentice has applied CI techniques and made suggestions for improvement
7.Installation, commission checks and decommission K33, S13, S14, S15, S16	Evidence should demonstrate the apprentice's competence in installation of equipment, commissioning or decommissioning techniques Examples: • Before and after photos of decommissioning of a piece of equipment with brief description of what was done, including storage measures to prevent deterioration. Signed and dated by the apprentice • Video of installation and configuration of a process control system. Video should include a date and clearly show the apprentice's face • Photographs of the installation, commissioning and decommissioning of a piece of equipment at college or in the workplace, clearly showing the apprentice and annotated to explain what was done
8.Engineering representations, drawings and graphical information K17, S21	Evidence should demonstrate the apprentice's competence in producing and amending engineering diagrams Examples: • Photos of the apprentice producing an electrical or mechanical engineering representation e.g. for a change in a circuit diagram panel. Signed and dated by the apprentice • A CAD diagram produced by the apprentice showing how a new component could be produced. This could be produced as part of a college course

9.Report writing K46, S29	Evidence should demonstrate competence in writing reports in the workplace Examples: - Completed CI project report, showing the apprentice's name and signature - Team meeting minutes written by the apprentice, signed and dated by the apprentice
10.Information technology K42, S26	Evidence should demonstrate competence in using IT in the workplace Examples: - Spreadsheets the apprentice has created with a brief explanation of the purpose - Completed maintenance schedules that have been updated by the apprentice, signed and dated by the apprentice - Witness statement from a supervisor stating how the apprentice maintained a PLC
11.Team working K47, K49, B5, B6	Evidence should describe an example of leading or contributing to the success of a team and overcoming issues within a team, taking into account equality, diversity and inclusivity. Examples: - Witness statement from an employer including details of how the apprentice has led or contributed to a team, taking into account equality, diversity and inclusivity. Signed and dated by the employer - Minutes of a team meeting that the apprentice has led or been actioned to complete activities. Signed and dated by the apprentice

12.Training and development K48, S30, B7	Evidence should demonstrate how the apprentice has undertaken workplace training, used buddying techniques or provided guidance and training to colleagues Examples: • A training schedule written for the apprentice or CPD record, clearly showing what training has been undertaken with dates. The report should be signed and dated by the supervisor. • E mails to a colleague, including guidance on how to complete a job, signed and dated by the apprentice • Training delivered by the apprentice to colleagues, following the outcome of a CI project • A plan for buddying of first year apprentices, clearly showing what the apprentice's role was, signed and dated
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Good practice tips

- Evidence must relate to the KSBs and be mapped accordingly using an easy to follow mapping document
- Use a clear referencing system which is easy to follow
- Use a qualitative approach and provide between 10-12 pieces of evidence
- Evidence must be valid and attributable to the apprentice, therefore we recommend all evidence produced is signed and dated by the apprentice
- Audio / video clips **maximum** of 10 minutes
- Where applicable, evidence annotated to show how the apprentice has met the KSB(s)
- IQA checks the portfolio submission and signs this off as meeting the requirements prior to submission to FDQ

Practices to avoid

- Using a quantitative approach by providing 20+ pieces of evidence – this doesn't help the apprentice when referring to it during the interview and it also makes it more difficult for our examiners to review and create contextualised questions
- Including the following evidence as it is not relevant/valid:
 - Mock exams
 - Mock interviews
 - Observations which bear no relevance to the KSBs
 - Question and answer documents
 - Reflective accounts or any methods of self-assessment
- Inconsistent or non-existent mapping, labelling or annotation of evidence
- Including evidence which isn't attributable to the apprentice
- Including the same piece of evidence for multiple apprentices
- Providing evidence for KSBs **NOT** covered in the IPE
- Providing evidence that do not relate to the apprentices role/activities

On the following page, you will find a portfolio mapping document to help you reference the evidence against the KSBs for the IPE and this must be submitted with the gateway declaration and portfolio.

[illegible]

Evidence Ref	Evidence Description	Theme 7					Theme 8		Theme 9		Theme 10		Theme 11				Theme 12		
		K33	S13	S14	S15	S16	K17	S21	K46	S29	K42	S26	K47	K49	B5	B6	K48	S30	B7

The above evidence should be checked and verified by the Internal Quality Assurer to ensure it meets the portfolio requirements set out in this guide and in the assessment plan prior to submission to Gateway.

Completed example of a mapping document and referencing of evidence for uploading to SharePoint

EvidenceRef	Evidence Description	Theme 1	Theme 2		Theme 3		Theme 4		Theme 5			Theme 6		
		K2	K21	S12	K26	S18	K25	S19	K39	K40	S22	K41	S23	B2
1	H&S CI Project Report, including delivering training to colleagues	✓											✓	✓
2	Vibration analysis report		✓	✓										
3	Video – Joining techniques				✓	✓								
4	Video – Welding techniques						✓	✓						
5	Problem solving report								✓	✓	✓			
6	Annotated before & after photos: 5s application											✓		

Evidence Ref	Evidence Description	Theme 7					Theme 8		Theme 9		Theme 10		Theme 11				Theme 12		
		K33	S13	S14	S15	S16	K17	S21	K46	S29	K42	S26	K47	K49	B5	B6	K48	S30	B7
1	H&S CI Project Report, including delivering training to colleagues								√	√							√	√	
7	Annotated before & after photos: decommissioning of equipment	√				√													
8	Video – installation & configuration of a process control system	√	√	√	√														
9	New component CAD diagram						√	√											
10	Supervisor witness statement: Use of IT										√	√							
11	Supervisor witness statement: Team working												√	√	√	√			
12	CPD Record																		√

FDQ L3 EPA for Food and Drink Maintenance Engineer ST0195 V1.1 Submission template for the Portfolio of Evidence (PoE)

EXAMPLE REFERENCING OF EVIDENCE No1

L3 FDME V1.1 Review > L3 FDME V1.1 Example Portfolio 1

Name	Status	Date modified	Type	Size
#1 H&S CI Project	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
#2 Vibration analysis report	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
#3 Video - Joining techniques	✓	12/07/2023 15:25	MP4 File	36,300 KB
#4 Video - Welding techniques	✓	12/07/2023 15:25	MP4 File	36,300 KB
#5 Problem solving report	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
#6 Annotated before & after photos - 5s application	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB
#7 Annotated before & after photos - decommissioning of equipment	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB
#8 Video - installation & configuration of a process control	✓	12/07/2023 15:25	MP4 File	36,300 KB
#9 New component CAD diagram	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB
#10 Supervisor witness statement - Use of IT	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
#11 Supervisor witness statement - Team working	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
#12 CPD Record	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB

EXAMPLE REFERENCING OF EVIDENCE No2

L3 FDME V1.1 Review > L3 FDME V1.1 Example Portfolio 2

Name	Status	Date modified	Type	Size
EV1 H&S CI Project	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
EV2 Vibration analysis report	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
EV3 Video - Joining techniques	✓	12/07/2023 15:25	MP4 File	36,300 KB
EV4 Video - Welding techniques	✓	12/07/2023 15:25	MP4 File	36,300 KB
EV5 Problem solving report	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
EV6 Annotated before & after photos - 5s application	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB
EV7 Annotated before & after photos - decommissioning of equipment	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB
EV8 Video - installation & configuration of a process control	✓	12/07/2023 15:25	MP4 File	36,300 KB
EV9 New component CAD diagram	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB
EV10 Supervisor witness statement - Use of IT	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
EV11 Supervisor witness statement - Team working	✓	19/06/2019 15:12	Microsoft Edge PDF Do...	33 KB
EV12 CPD Record	✓	15/10/2024 16:29	Microsoft Word Docum...	27 KB