

FDQ Level 2 End-point Assessment for Baker

ST0191 V1.1

Portfolio of Evidence Submission Template

October 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)	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 L2 EPA for Baker. 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 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 10 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 pieces of evidence, to cover each KSB mapped against the IPE.

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 Baker ST0191 V1.1

1. Familiarise yourself with the 8 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 8 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, as part of the Gateway application form.

Theme KSBs	Requirements and typical examples of evidence
1.Maximising product yield K10	Evidence should demonstrate how the apprentice maximises product yield efficiency and waste minimisation Examples: • Daily production sheets • Specifications / recipes • Markdown and wastage documents
2.Common bakery product faults and issues K15, S22	Evidence should demonstrate how the apprentice has dealt with common baking faults / issues and problem solving including identifying the problem/fault and underlying causes Examples: • Fault report • Emails reporting problems to line manager • Annotated photographs • Specifications
3.Bakery documentation / records K18	Evidence should demonstrate the documentation requirements and compliance records the apprentice must complete Examples: • Annotated workplace procedures • Check weight records • Refrigerator and freezer temperature records • Ingredient checklists • Allergen list / checks • Batch code checks • Stock control details

4. Material / stock control S14, S15	Evidence should demonstrate the apprentice's skills in monitoring, controlling, receiving and storing material/stock from external suppliers and/or internal stores Examples: • Video clip • Stock data control sheets • Annotated photographs • Delivery notes • Damaged goods claim sheet
5. Customer / consumer focus B3	Evidence should demonstrate how the apprentice strives to meet customer needs Examples: • Line manager witness testimony • Video clips
6. Adaptable B4	Evidence should demonstrate how the apprentice has responded positively to changing demands or new technology Examples: • Line manager witness testimony • Training records
7. Team Worker B5	Evidence should demonstrate how the apprentice is a team worker, e.g. polite, keeps others informed, helps colleagues, takes account of equality & diversity Examples: • Line manager witness testimony • Video clips of working in a team

8.Learning and Development B6	Evidence should demonstrate how the apprentice has sought learning and development opportunities Examples: • CPD Log • Training records • Qualification certificates
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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 8-12 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)
- If reflective accounts are used they **must** be validated by a senior member of staff
- 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 or allowed:
 - Mock exams
 - Mock interviews
 - Observations which bear no relevance to the KSBs
 - Question and answer documents
 - 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.

EvidenceRef	Evidence Description	K10 Theme 1	K15 Theme 2	S22 Theme 2	K18 Theme 3	S14 Theme 4	S15 Theme 4	B3 Theme 5	B4 Theme 6	B5 Theme 7	B6 Theme 8
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											

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	K10 Theme 1	K15 Theme 2	S22 Theme 2	K18 Theme 3	S14 Theme 4	S15 Theme 4	B3 Theme 5	B4 Theme 6	B5 Theme 7	B6 Theme 8
1	Daily Production Sheets	√									
2	Fault report with email		√	√							
3	Check weight records				√						
4	Delivery notes						√				
5	Stock data control sheets					√					
6	Line manager witness testimony							√			
7	Training records – new technology								√		
8	Video clip – Team working									√	
9	CPD Log										√
10											

EXAMPLE REFERENCING OF EVIDENCE No1

Name	Status
 #1 Daily Production Sheets	✓
 #2 Fault report with email	✓
 #3 Check weight records	✓
 #4 Delivery notes	✓
 #5 Stock data control sheets	✓
 #6 Line manager witness statement - customer focus	✓
 #7 Training records - new technology	✓
 #8 Video - team working	✓
 #9 CPD Log	✓

EXAMPLE REFERENCING OF EVIDENCE No2

Name	Status	
 EV1 Daily Production Sheets		
 EV2 Fault report with email		
 EV3 Check weight records		
 EV4 Delivery notes		
 EV5 Stock data control sheets		
 EV6 Line manager witness statement - customer focus		
 EV7 Training records - new technology		
 EV8 Video - team working		
 EV9 CPD Log		