**Year 1 KSB Evidence Tracker**

Apprentice Name:

Apprentice ID:

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| **Themes** | **KSB Code** | **KSB Description** | **Evidence Identifier (Document Title)** | **Date of collection** | **Use for final Portfolio**  **(Yes/No)** |
| A | K7 | The roles, functions, and activities within digital technology solutions within an organisation | 1. *e.g. K7: Project Briefing* 2. *e.g. 2023 Appraisal, 360 feedback form and manager feedback* | *1. e.g. 20/11/2023*  *2. e.g. 12/12/2023* |  |
| A | K12 | The role of data management systems within Digital and Technology Solutions |  |  |  |
| B | K13 | Principles of data analysis for digital and technology solutions. |  |  |  |
| B | S4 | Initiate, design, code, test and debug a software component for a digital and technology solution. |  |  |  |
| B | S10 | Initiate, design, implement and debug a data product for a digital and technology solution. |  |  |  |
| B | S11 | Determine and use appropriate data analysis techniques. For example, Text, Statistical, Diagnostic or Predictive Analysis to assess a digital and technology solutions. |  |  |  |
| C | B4 | Commits to continuous professional development; maintaining their knowledge and skills in relation to developments in digital and technology solutions that influence their work. |  |  |  |
| D | B1 | Has a strong work ethic and commitment in order to meet the standards required. |  |  |  |
| D | B2 | Reliable, objective and capable of both independent and team working. |  |  |  |