**Digital Technology Solutions Year 1 Reflection on Evidence**

**Description of Evidence Provided:** *Brief description of how this evidence demonstrates your competency in this area of the standard.*

*The full list of year 1 KSBs is provided at the end of this document. Please copy and paste the codes and their associated descriptions to the table below.*

*Please number all of your evidence separately.*

|  |  |
| --- | --- |
| **Knowledge Code/s covered by this evidence** | **Knowledge Description covered by this evidence** |
| e.g. K7 | e.g. The roles, functions and activities within digital technology solutions within an organisation. |
| **Skill Code/s covered by this evidence** | **Skill Description covered by this evidence** |
|  |  |
| **Behaviour Code/s covered by this evidence** | **Behaviour Description covered by this evidence** |
|  |  |

|  |  |
| --- | --- |
| **Evidence name** | **Brief description**  |
| *e.g. Project Brief* |  |
| *e.g. 2023 Appraisal, 360 feedback form and manager feedback* | e.g. Comments from my line manager support my reflection below and show my development in this knowledge  |
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**Reflection on evidence:** *How has your competency in this area developed?*

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| **(S) Situation:**  *(Describe the situation that you were in or the context that you were operating in. You must describe a specific event or situation, not a generalised description of what you have done in the past. This situation can be from your job, from University or any relevant event.)***(T) Task:** *(What goal were you working toward? Once again, be specific. If you were tasked with specific targets, describe them. Only include sufficient detail for the reader to be able to understand the later sections that describe what you did and how that worked out.)***(A) Action:** *(Describe the actions you took to address the situation with an appropriate amount of detail and keep the focus on YOU. What specific steps did you take and what was your particular contribution? Be careful that you don’t describe what the team or group did when talking about the situation, but what you actually did. In this context it’s OK to use the first person, “I” when describing actions. "I organised a meeting to .... ")***(R) Result**: *(Describe the outcome of your actions and do not be shy about taking credit for the outcome. What was the achievement, what did you accomplish?  It is OK to identify negative results; in fact, they often give you more interesting material to reflect upon. You are not marked on successful outcomes but on honest accounts that lead to professional development - progress in relevant skills, knowledge and behaviours or the identification of areas where you need to progress.)***(R) Reflection:** *(What have you learnt from the process? How did it go? How did it make you feel? How would you do it differently if you had to do a similar task again? Are there any things that you need to do to prepare yourself better for similar tasks in the future? Training? personal development? Better understanding of the organisation? Knowledge gaps? Skills gaps? Changed behaviours? .....)* |

**Action Plan for Continuous Development (150 words):** what are you going to do next to continue developing this area?

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| I am attending training on……..Shadow xxxxx xxxxxxx for 1 day to understand design processes in my organisation |

As part of your End Point Assessment (EPA), you will have a formal professional discussion with an Independent Assessor. This Professional Discussion will provide you with an opportunity to demonstrate how you have met the KSBs mapped to this assessment method. This professional discussion will be underpinned by a portfolio of evidence. The questions in your EPA will be explored following the below themes:

**THEME A: Underlying Principles THEME B: Technical Solutions**

**THEME C: Innovation & Response THEME D:Legal, Ethics & Landscape**

Each year we will set you targets and ask you to collect evidence that demonstrates how you have met these KSBs. Below you will see the Year 1 KSB targets:

The roles, functions and activities within digital technology solutions within an organisation.

**K7**

The role of data management systems within Digital and Technology Solutions.

**K12**

Principles of data analysis for digital and technology solutions.

**K13**

Initiate, design, code, test and debug a software component for a digital and technology solution.

**S4**

Initiate, design, implement and debug a data product for a digital and technology solution.

**S10**

Determine and use appropriate data analysis techniques. For example, Text, Statistical, Diagnostic or Predictive Analysis to assess a digital and technology solutions.

**S11**

Commits to continuous professional development; maintaining their knowledge and skills in relation to developments in digital and technology solutions that influence their work.

**B4**

Has a strong work ethic and commitment in order to meet the standards required.

**B1**

Reliable, objective and capable of both independent and team working.

**B2**

**Theme A**

**Theme**

**A**

**Theme A**

**Theme B**

**Theme B**

**Theme B**

**Theme D**

**Theme D**

**Theme C**