

Ellie Turner

Business Administrator (ST0070 v1.0)

Employer: Harbour Facilities Ltd · Assessor: Rachel Okafor

Started 6 Jan 2026 · Planned end 6 Jul 2027 · Month 9 of 18

Ready

On track across reviews, off-the-job hours, evidence and quality assurance.

DEEP-DIVE CHECKLIST

● Progress reviews Ready	3 completed, 3 held on time. Next due 13 Oct 2026.
● Off-the-job hours Ready	217 hrs logged against 197 expected by today.
● Evidence mapped Ready	39 of 58 criteria evidenced, 58% progress at month 9 of 18.
● IQA sampling Ready	Sampled twice, most recently 18 Aug 2026.
● Employer involvement Ready	Signed 3 of 3 completed reviews, 1 witness testimony.

OFF-THE-JOB HOURS

217 hrs logged of 396 planned



CRITERIA COVERAGE

Knowledge		10/14
Skills		24/32
Behaviours		5/12

RECENT EVIDENCE (15 items in the portfolio)

14 Sept 2026	Assessor upload	Reflective account: my first three months	S7.1 B5.3
9 Sept 2026	Learner upload	Social media posting schedule	S5.4 B1.2 S5.2
18 Aug 2026	Observation	OBS-003	S5.4 S5.2 S5.1 S5.3 S5.5
4 Aug 2026	Learner upload	GDPR refresher: completion certificate and notes	K4.1 K4.2 S2.4
17 Jul 2026	Knowledge questions	Knowledge Questions — K3.3	K3.3
25 Jun 2026	Professional discussion	DISC-002	K3.2 K3.1 K3.4 S4.1

IN THIS AUDIT PACK

- | | |
|---------------------|---|
| 01 Progress reviews | 02 Evidence (observations, discussions, testimonies, uploads) |
| 03 Off-the-job log | 04 Assessment plans |
| 05 IQA activity | 06 Knowledge and MCQ |