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| IEPA Showcase portfolio checklist | | Yes | No |
| 1. | Is all evidence signed by the apprentice and dated?  E-signatures are also acceptable |  |  |
| 2. | Is all evidence valid, authentic, current and sufficient (VACS)? |  |  |
| 3. | Does evidence clearly show it is the apprentice’s individual work (and if involved in team work is it clear the specific contribution the apprentice made)? |  |  |
| 4. | Does the evidence clearly demonstrate their relevant knowledge? |  |  |
| 5. | Does it showcase the apprentice’s best pieces of work? |  |  |
| 6. | Is the majority of the evidence holistic in its nature? |  |  |
| 7. | Is there any evidence that is not relevant? |  |  |
| 8. | Is there sufficient evidence to cover the whole of the criteria and grading descriptors that has been referenced to? |  |  |
| 9. | Have you used the evidence reference form? And has all evidence been referenced? |  |  |
| 10. | Are any witness testimonies or employer references tailored to the apprentice? |  |  |
| 11. | Has any client/customer reference information been anonymised? |  |  |
| 12. | Have all external sources of information being appropriately documented and referenced to the original source? |  |  |
| 13. | Has the appropriate stakeholder(s) eg employer/training provider checked whether the apprentice’s portfolio meets all the required criteria and grading descriptors? |  |  |

Please complete this checklist when you first access the showcase portfolio. If you have any ‘No’s’ you may want to consider requesting the showcase portfolio is returned to the customer for re-work. The customer will then have 3 working days to re-work/ re-submit the portfolio. Please contact your LIEPA to confirm actions, before contacting the [EPA team](mailto:EPA@cityandguilds.com).