

City & Guilds have created a 'portfolio checklist' to help apprentices and centres ensure that all relevant information is accounted for.

Portfolio checklist		Tick when confirmed
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.	Have you used the evidence reference form? And has all evidence been referenced?	
6.	Does it showcase the apprentice's best pieces of work?	
7.	Is the majority of the evidence holistic in its nature?	
8.	Have you checked that you have not included any pieces of evidence that are duplicated or not relevant?	
9.	Is there sufficient evidence to cover the whole of the criteria and grading descriptors that has been referenced to?	
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, showing clear understanding of how they relate to the criteria?	
13.	Has the appropriate stakeholder(s) eg employer/training provider checked whether the apprentice's portfolio meets all the required criteria and grading descriptors?	
Reminder: You must upload the completed evidence reference form to the EPA portal in word format		

* where witness testimonies are included as a piece of evidence these do not need to be signed by the apprentice but instead must be signed/authenticated as outlined in the rest of the EPA pack