

## Heavy Vehicle Technician 9302-12 and 9302-13

Please complete this checklist before you submit the Showcase Portfolio at Gateway.

This is the minimum requirement for the Showcase Logbook.

Failure to include the following may result in the showcase being rejected and the EPA delayed.

Showcase portfolio checklist		Yes	No
1.	<b>Is all evidence signed</b> by the apprentice and dated? E-signatures are also acceptable		
2.	Is all evidence valid, authentic, current and sufficient (VACS)?		
3.	<b>Clearly mark on the uploaded evidence folders</b> , the type of evidence e.g. Annual Reviews, Inspection, Engine, Chassis, Transmission, Electrical, Behaviours 1,2,3		
4.	<b>Records of Annual Reviews</b>		
5.	<b>Service or inspection.</b>		
6.	<b>Engine system</b> , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
7.	<b>Chassis System</b> , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
8.	<b>Transmission System</b> , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
9.	<b>Electrical System</b> , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
10.	<b>Behaviour 1.</b> (Behave in accordance with the values of the company they work for whether manufacturer or independent to treat customers and stakeholders with courtesy and respond quickly to their requirements to ensure an excellent experience)		
11.	<b>Behaviour 2.</b> (Operate effectively as a team member taking ownership and responsibility when required and be honest and accountable in all activities when things do not go as planned.		

12.	<b>Behaviour 3.</b> (To work at continuous development of both self, team and processes.		
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If you need further guidance on the Showcase Portfolio, please refer to the various documents as follows:

**SmartScreen (EPA section)** – Showcase Portfolio Guidance

**9302 EPA Pack** – cityandguilds.com

**Assessment Plan** (<https://www.instituteforapprenticeships.org/apprenticeship-standards>)