

Light Vehicle Technician 9301-12 and 9301-13

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.	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.	Clearly mark on the uploaded evidence folders , the type of evidence e.g. Inspection, Engine, Chassis, Transmission, Electrical, Behaviours 1-12		
4.	Service or inspection where faults have been found.		
5.	Engine system , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
6.	Chassis System , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
7.	Transmission System , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
8.	Electrical System , that involves complex diagnosis and repair; (procedure involves a range of skills that need to be carried out in a specific methodical order		
9.	Behaviour 1. (Take responsibility when required and be honest and accountable when things don't go as planned)		
10.	Behaviour 2. (Operate as an effective team member)		
11.	Behaviour 3. (Behave in accordance with the values of the company and treat colleagues and customers with respect and courtesy)		
12.	Behaviour 4. (Build effective relationships with colleagues and customers)		

13.	Behaviour 5. (Gain trust and pay attention to colleagues and customers concerns and needs)		
14.	Behaviour 6. (Communicate effectively on a range of topics and with all sorts of different people)		
15.	Behaviour 7. (Deliver excellent results and achieve challenging goals).		
16.	Behaviour 8. (Contribute to problem solving discussions and enjoy finding solutions to own and other people's problem)		
17.	Behaviour 9. (Suggest ways to make the business more efficient and contribute to its commercial growth)		
18.	Behaviour 10. (Constantly learn in order to improve own performance and that of the business)		
19.	Behaviour 11. (Share knowledge and skills)		
20.	Behaviour 12. (Demonstrate a passion for engineering)		

If you need further guidance on the Showcase Portfolio, please refer to the various documents as follows:

SmartScreen (EPA section) – Showcase Portfolio Guidance

9301 EPA Pack – cityandguilds.com

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