

Portfolio checklist Technician member

All candidates must complete this checklist and include a signed version as the first page of their portfolio. By completing the checklist you are confirming that you have complied with the Institution's requirements in terms of the layout and variety of evidence provided within the portfolio. Remember also that your portfolio must be A4 size and not more than 40mm in thickness (excluding the folder/binding) and must be printed single-sided.

Please tick to confirm which of the following two options you have chosen for the layout of your portfolio:

Sub-divided into the core objectives, with the evidence provided in each subsection relating specifically to the associated core objective.	
Sub-divided chronologically by project, with a coversheet at the beginning of each subsection giving an overview of the candidate's specific involvement and responsibilities on the project, and stating clearly which core objectives are covered (and how).	

Please tick to confirm that your portfolio includes as many of the following as is practicable:

Evidence of attendance at in-house lunchtime seminars or external CPD events, e.g. attendance certificates, personal notes, etc.	
Correspondence by the candidate, e.g. letters, faxes, emails, site notes, meeting notes, etc.	
Hand drawn sketch details by the candidate.	
Basic calculations by the candidate, e.g. foundation loads/widths, beam designs, drainage designs, etc.	
CAD project drawings by the candidate, e.g. foundation drawings, superstructure drawings, external works layouts, drainage layouts, etc. ideally covering a range of structure/project types.	
Evidence of an understanding of health and safety issues, i.e. risk assessment procedures, drawing CDM notes, PPE requirements, etc.	
Evidence of an understanding of environmental/sustainability issues, either by personal involvement on a project or background reading, i.e. SUDS solutions, ground contamination, etc.	
Evidence of any site experience, e.g. photographs taken during site visits, site notes, etc.	
Evidence of quality assurance systems, e.g. in-house issuing procedures, in-house checking procedures, checking of subcontract/specialist design information, etc.	

Name:	Signature:
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