

Lifting Technician Apprenticeship - EPA Portfolio

Tower Crane

Apprentice Details

Name:

Employer/Sponsor:

Apprentice Ref No:

Training Provider(s):

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Notes for Apprentices

- The aim of this EPA portfolio is for the lifting technician to record work undertaken in the workplace.
- Complete entries provide a portfolio of evidence which forms part of the apprenticeship end-point assessment. Entries should be clear and able to be read by others.
- Entries should **NOT** include lifts undertaken for non-work related training activities.
- Each entry must have a log no and should be sequential: for example, starting from number 1 and continuing from there.
- The matrix indicates the minimum number of activities or conditions that need to have been undertaken within the workplace whilst conducting lifting activities, both when operating the crane and when carrying out slinging/signalling duties.
- On completion of each lifting activity and when making an entry into the portfolio, each activity or condition listed in the matrix should be marked by the corresponding log no.
- To complete the apprenticeship, the minimum number of activities of conditions must be met.
- Relevant behaviours must also be recorded and confirmed by the employer in the relevant section.
- The portfolio must be presented during the professional discussion and kept safe during the apprenticeship period.

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Work record matrix- Crane operating

Activity	Frequency (amount)	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No
Weekly checks/inspections	20																								
Intermediate lifts	20																								
Complex lifts	5																								
Differing Crane make or model – trolley jib	3																								
Differing Crane make or model – luffing jib	3																								
Large (surface area) loads	10																								
Long loads	15																								
Working at 90% of maximum radius	10																								
Working at minimum radius	6																								
Working at 80% of maximum capacity	10																								
Extreme Environmental conditions	5																								
Different site locations	4																								
Working in the vicinity of other cranes	3																								
Changing falls of rope	3																								

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Work record matrix - Slinging/Signalling

Activity	Frequency (amount)	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No	Log No
Wire ropes slings	4																								
Chain slings	20																								
Fibre slings* (see below)	10																								
Lifting beams	5																								
Specialist accessories	5																								
Crane (tower) type	3																								
Loose/bundled loads	10																								
Long loads	10																								
Unbalanced	10																								
Large surface area loads	8																								
Containerised/drum type loads	5																								
Use of netting	5																								
Use of radios	25																								
Use of hand signals	25																								
Extreme Environmental conditions	5																								
* Includes flat slings, endless and round slings and use of sleeves																									

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Work record matrix - Behaviours

Behaviour	Scope	Date demonstrated	Employer Initials	Date demonstrated	Employer Initials	Date demonstrated	Employer Initials	Date demonstrated	Employer Initials	
Communication	<i>Oral, written, listening, body language, presentation</i>									
Team work	<i>Working effectively with others and with limited supervision</i>									
Independent working	<i>Takes responsibility for completion of own work</i>									
Logical thinking	<i>Uses clear and valid reasoning when making decisions prior to and during work</i>									
Working effectively	<i>Work in a reliable and productive manner</i>									
Time management	<i>Uses own time effectively to complete work activities to schedule</i>									
Adaptability	<i>Adjusts effectively to changes in working practices</i>									
Assertiveness and confidence	<i>Resists pressure to follow unsafe practices</i>									
Respect	<i>Applies equality, diversity and inclusion in dealing with others</i>									
Employer Details	Name:		Company:				Date:			
I confirm that the above information is authentic and accurate		Signature:								
The confirmation is only to be signed by senior management.		Position in Company:								

Work record #

Log No	Date of lift	Crane make/model
Configuration, radius, jib length		
Site location/project type	Duration of lifting operation	
Description of lift inc. load types/accessories etc.		
Proximity hazards/Weather conditions		
AP/CLOS Name	AP/CLOS Signature	

Work record #

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