



Construction Plant Operative Apprenticeship Portfolio of (Work) Evidence

Apprentice Details

Name:

Employer/Sponsor:

Apprentice Ref No:

Training Provider(s):

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Notes for Apprentices

- The aim of this portfolio is for the plant operative to record work activities 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 activities undertaken as part of formal training.
- 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 recommended minimum number of activities or conditions that should be undertaken within the workplace whilst carrying out plant activities, including marshalling and maintenance activities.
- On completion of each work activity and when making an entry into the portfolio, each activity or condition listed in the matrix should be marked by the corresponding log number for tracking purposes.
- Relevant behaviours should also be recorded and confirmed by the employer in the relevant section.
- The portfolio will need to be submitted to the nominated end point assessment organisation prior to the professional discussion and kept safe during the apprenticeship period.

Construction Plant Operative Portfolio of (Work) Evidence

Work record matrix – Plant Operating

No	Activity	Min No of Activities	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	
S1	Extract information from a variety of sources for operational requirements	12																					
S2a	Select and use tools, lubricants and equipment required for machine configuration requirements	3																					
S3a	Identify and apply information from a range of sources so that the machine is set for the work and for the work to be carried out	12																					
S4a	Identify and source materials, equipment and consumables for machine operational requirements	6																					
S5	Prepare and set the machine for travelling purposes	12																					
S6	Travel the machine across a range of ground, surfaces and in a range of operational environments and conditions	12																					
S7	Plan, configure and set the machine to carry out the required work activity	8																					
S8a	Operate a 360 excavator in accordance with given instructions for excavating and loading duties	8																					
S8b	Operate a ride on roller in accordance with given instructions for compacting duties	8																					
S8c	Operate a forklift in accordance with given instructions for lifting, moving and placing activities	8																					
S8d	Operate a dumper/dump truck in accordance with given instructions for, loading, moving and discharging activities	8																					
S9	Identify, use and maintain effective communication with co-workers, supporting staff and supervisors to carry out the work safely and efficiently	6																					

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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	
Health and Safety-first attitude	<i>Is aware of the importance of following procedures and following guidance of senior members of the team; acts in accordance to H & S requirements; constantly evaluates the operation for hazards; takes appropriate actions whilst following safe systems of work; avoiding taking short cuts that may increase risks</i>									
Working effectively	<i>Undertakes the work in a reliable and productive manner.</i>									
Positive customer relationships	<i>Behaves in accordance with the values of the employer; treats customers and stakeholders with courtesy and respond quickly to their requirements; forms and enhances customer relationships; creates and maintains effective working and commercial relationships</i>									
Teamwork and independent working	<i>Working and engaging collaboratively and effectively with co-workers of different occupations to achieve requisite results safely and efficiently and safe working; achieving results through independence, resourcefulness and ability; operates as an effective team member and under supervision; taking responsibility, accountability and ownership of their own actions and for the completion their own work.</i>									
Attitude and discipline	<i>Adopts a professional approach to the work, colleagues and clients; shows professionalism whilst being polite and courteous to peers, managers, clients, general public and others; develops a questioning attitude to challenge procedures not being followed.</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 activity	Machine make/model					
Category of machine/activity type							
Excavator 360		Forklift		Dumper/dump truck		Ride on roller	
Checks/Maintenance		Marshalling		Assisting/ Supporting			
Site location/project type				Duration of activity			
Description of the activity							
Proximity hazards/Weather conditions							
Supervisor Name				Supervisor Signature			

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