

Non-Destructive Testing (NDT) Apprenticeships – Guidance on the Preparation of the Portfolio of Evidence

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APPRENTICESHIPS

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Apprentice's name: _____

Unique Learner Number (ULN): _____

Apprentice's company name: _____

Date assessment carried out: _____

The following list is a reflection of what is included in the apprenticeship standard, together with other requirements for record keeping. There may be other records that you feel should be included in the portfolio of evidence, in which case you should include them. It is very important that the following list (where applicable) is included in the portfolio of evidence; failure to do so may result in extended project and professional review interviews. Failure to provide the complete list will result in not progressing to the end-point assessment.

Has the employer demonstrated the criteria have been met for the apprentice to pass through the gateway?

The portfolio of evidence should include:

- Apprentice's up-to-date CV (Section 1)
- Record of Ofqual Level 2 English and maths (Section 2)
- Record of CPD, including forward plan (Section 3)
- Record of formal NDT training (Section 4)
- Record of other formal training (Section 4)
- Record of health & safety training (Section 4)
- Record of training in behaviours (Section 4)
- Record of training and product technology (Section 4)
- Record of materials science/product technology (Section 4)
- Records of any end-of-course tests (Section 5)
- Results notice for the NDT examinations in the chosen method(s), as applicable (Section 5)
- Record of the NDT BSc or BEng (Hons) degree (if applicable) (Section 5)
- NDT certificate or letter of approval, if issued (Section 6)
- Records of the mandatory NDT experience, *ie* NDT log sheets recording number of days/hours, etc, in an NDT method (specific template available) (Section 6)
- Note – information only (Section 7)
- Record of the Gantt chart or other planning tool (Section 8)
- Records of employer appraisals (Section 8)
- Employer letter gateway pro forma (Section 8)
- Project report (Section 9)

- Engineering Council application (optional) (Section 10)
- Anything else that may be of interest to the assessors
- Do you wish to be registered for Engineering Technician (EngTech) or Incorporated Engineer (IEng) as per UK Standard for Professional Engineering Competence (UK-SPEC) guidelines? If applying for IEng, the Technician Competency Matching document should be included in the portfolio of evidence (Section 10).

Once you have submitted your portfolio of evidence, you may be contacted by the apprenticeship registrar to provide further information. Once the end-point assessors are satisfied with what you have submitted, you will be contacted to arrange your end-point assessment day. Include this document with the portfolio of evidence.

Have you joined BINDT as an Affiliate Member online for free?

Signature:

Name of assessor:

Name of apprenticeship:



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