



APPRENTICE PORTFOLIO INSTRUCTIONS



BRICK AND BLOCKLAYING APPRENTICE OF THE YEAR

Please provide with your Registration form photos and a description of two projects you have undertaken. Your projects should be one brickwork example and one blockwork example.

For each project please provide as a minimum the following details:

- Whether the work required a building consent and if it was Restricted Building Work.
- An explanation of construction methods used.
- Any building Standards that applied
- How you avoided wasting product

PORTFOLIO LAYOUT

- With any job, it is important to plan your work carefully before you start.
- Have a look at the questions and make sure that you chose projects that will enable you to answer most of them in as much detail as possible.
- You MUST have photos of your work – preferably at least one close up and one from a distance.
- Gather all of the information together first and then think about how you can present it.

SUBMITTING YOUR PORTFOLIO

- You are required to submit your portfolio via email so it must be able to be in electronic format. If you do not have access to a computer or tablet at home, you may be able to use a friend's or your local library may have a computer available.
- You are required to submit your Registration form and portfolio along and any supporting information to info@bbfnz.co.nz or via Dropbox.
- Your Employers and BCITO Training Advisors supporting documents may be sent separately.
- If you have any questions about submitting a portfolio you are welcome to email info@bbfnz.co.nz

You may wish to consider the following evaluation criteria when setting out your portfolio.

EVALUATION CRITERIA:

Criteria	Project 1	Project 2	Average
Creativity of work displayed	/7.5	/7.5	/7.5
Workmanship skills displayed	/40	/40	/40
Efficiencies described	/7.5	/7.5	/7.5
Relevant Standards Identified	/10	/10	/10
Consent and RBW requirements identified	/5	/5	/5
Clarity of information provided	/20	/20	/20
Presentation	/10	/10	/10
TOTAL	/100	/100	/100

