



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 masonry veneer example and one concrete structural masonry 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 health and safety and environmental risks were managed

PORTFOLIO LAYOUT

- With any job, it is important to plan you 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 friends 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 christy.thompson@firth.co.nz
- Your Employers and BCITO Training Advisors supporting documents may be sent separately.
- If you have any difficulties submitting a portfolio you are welcome to email christy.thompson@firth.co.nz or info@bbfnz.co.nz

Consider the following evaluation criteria when setting out your portfolio.

Criteria	Project 1	Project 2	Average
Creativity and workmanship of of work displayed	/20	/20	/20
Awareness ofHealth and Safety and Environmental risk	/15	/15	/15
Relevant Standards identified and complied with	/20	/20	/20
Consent/RBW requirements identified and complied with	/20	/20	/20
Clarity of information provided	/10	/10	/10
Presentation	/15	/15	/15
TOTAL	/100	/100	/100

