MOET Portfolio Readiness Checklist – Control and Instrumentation technician pathway

Use this form to check your portfolio covers the required parts of the standard

Apprentice Name	Company/Location

Brief description of the work-based tasks

Core Knowledge

CK1	First principles relating to operation and maintenance of plant and equipment	☐	CK2	Relevant industry health and safety standards, regulations and environmental and regulatory requirements	☐
CK3	Maintenance and operational practices, processes and procedures	☐	CK4	Relevant engineering theories and principles	☐

Core Skills and Behaviour

CS5	Read, understand, interpret and work to technical information	☐	CS6	Locate and rectify faults on plant & equipment	☐
CS7	Inspect and maintain plant & equipment	☐	CS8	Communicate, handover & confirm that the appropriate engineering process has been completed	☐
B5	Critical reasoning	☐			

Specific Skills

CI1	Position/assemble/install and dismantle plant & equipment	☐	CI2	Planned, unplanned & preventative maintenance	☐
CI3	Replace/repair and or remove components	☐	CI4	Diagnose and determine the cause of fault	
CI5	Calibrate and configure instrument and control systems				

The apprentice's manager/mentor is required to complete the details below to confirm the authenticity of the evidence portfolio

By signing below I confirm that the evidence in the apprentice's portfolio is his/her own work.		
Witness Name	Witness Signature	Date

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Evidence Ref.	Short description of evidence	Standard(s) covered
E-Ref 01		
E-Ref 02		
E-Ref 03		
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