



Transport Planning Technician Apprenticeship End Point Assessment Guidance

For version 1.1 of the standard
Issued 15/05/2026 - Updated 2026

Contents

Introduction	3
GATEWAY	3
EPA PROCESS	4
Transport Planning Technician Apprenticeship End Point Assessment Process	5
EPA Application Form	6
Assessment Methods	6
Assessment Method 1 - Technical project report and presentation	6
Technical Project Report Guidance and Template:	7
Assessment Method 2 – Professional Discussion	7
EPA INTERVIEW DAY	8
After the interview	9
CIHT Membership and Engineering Council registration	10

TRANSPORT PLANNING TECHNICIAN APPRENTICESHIP

END POINT ASSESSMENT GUIDANCE

Introduction

The Chartered Institution of Highways & Transportation (CIHT) delivers the End Point Assessment (EPA) for the Level 3 Transport Planning Technician Apprenticeship (TPTA).

If successful, apprentices receive a completion certificate, are eligible for registration with the Engineering Council as an Engineering Technician (EngTech) and are eligible to join CIHT as Associate Members (AMCIHT).

This guidance explains the EPA process for the TPTA including how to prepare for and sit your EPA interview. It should be read in conjunction with the [assessment plan](#).

Privacy Policy

CIHT respects your privacy and is committed to protecting your personal data. Our Privacy Policy is available on our website at <http://www.ciht.org.uk/en/utilities/privacy-statement.cfm>

GATEWAY

Gateway is the formal checkpoint between an apprentice completing their training and beginning their End-Point Assessment (EPA) journey with CIHT. To enter Gateway, the employer, learning provider and apprentice jointly confirm the apprentice's eligibility to sit their EPA. This will be demonstrated through the completion of the [EPA Gateway Readiness Form](#).

To enter gateway, apprentices must provide their Learning Provider the following documents:

- Approval letters (Learning Provider and Employer)
- Completed [Gateway Sign Off and Project Brief Selection Form](#) (Employer)
- Pearson BTEC certificate, Maths and English GCSE certificates (if required)
- Completed [Portfolio of Evidence Template](#)
- [Assessment Method 2 & EngTech Application Form 2025](#)

Once received, the Learning Provider will upload these to the online apprentice management system, 'ACE360', signalling to CIHT that the apprentice is ready to enter Gateway and sit their EPA.

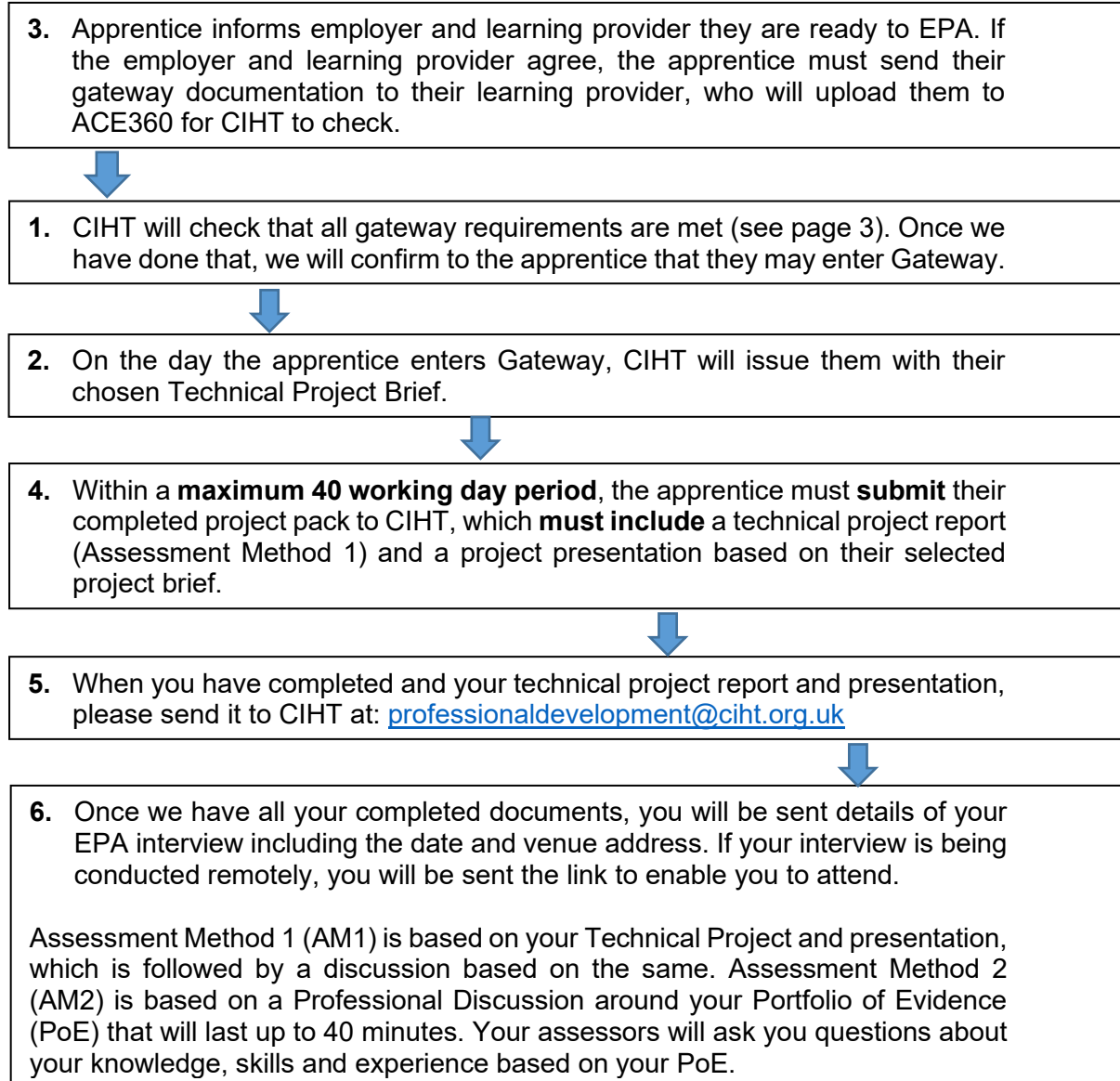
What happens after submission at Gateway?

CIHT will issue the apprentice a Technical Project Brief which must be completed and submitted within 40 working days. Once received, apprentices should review this [Technical Project Report and Presentation Guidelines](#) before completing their project report and presentation.

EPA PROCESS

The chart on page 5 shows provides further information about each stage of the EPA process.

In summary, the stages of the EPA are:



EPA Chart

The chart on the next page shows the full EPA process and provides further information on each stage. Please review our [FAQ's](#) if you require further information. If you do not find the answer you need, please contact CIHT at: professionaldevelopment@ciht.org.uk

Transport Planning Technician Apprenticeship End Point Assessment Process

The Portfolio of Evidence must contain 10 - 12 pieces of evidence of competence mapped to the EngTech & KSB's. Subjects include: **Transport planning modelling, Influencing travel behaviours, Stakeholder or community engagement, Utilisation of quality assurance systems, and Personal and professional practice and development**

CIHT will only permit the Apprentice access to Gateway following receipt of evidence of competence, e.g. Pearson B-Tech cert, employer & provider letters of approval, Portfolio of Evidence, Employer sign off sheet (competencies), EPA Application Form

**Total EPA Process Length
4 Months**

The EPA Interview will take place up to 6 weeks after the Project Report and Presentation documents are submitted.

The EPA Assessors will ask the Apprentice a minimum of 10 questions from a Question Bank. A minimum of 5 during the Project presentation and a minimum of 5 during the Professional Discussion

Gateway

Apprentice Confirmed as Competent by Employer and Learning Provider

Apprentice submits all Gateway evidence to the learning provider for upload to ACE360

CIHT ensures evidence has been submitted correctly and in full, then grants Apprentice access to Gateway

Project Brief Issued

After entering gateway, CIHT issues the Technical Project Brief to the Apprentice

Project Report & Presentation Submission

Apprentice completes and submits their Project Report and Presentation (based on the Technical Project Brief) with supporting evidence - within a MAXIMUM 40 working day day period

CIHT provides EPA Assessors with a copy of the Project Report, the Presentation and the Portfolio of Evidence

EPA Assessors have a MAXIMUM of 3 weeks to devise questions based on the Technical Project Report, the Presentation and the Portfolio of Evidence

CIHT arranges EPA Interview, confirming the date to the Assessors and the Apprentice

Project Presentation and Professional Discussion

Assessment Method 1: Apprentice delivers Project Presentation, followed by questions and answers with EPA Assessors – takes up to 40 minutes to complete. Typically, a 15-minute Presentation followed by 25-minutes Q&A

Assessment Method 2: The Professional Discussion is 40 minutes long and is based on the Portfolio of Evidence

CIHT Provides EPA Results

Following the EPA, the Reviewers will deliberate and agree an outcome, which will be ratified by the CIHT Engineering Professional Standards Panel (EPSP) EPA results can be given to the Apprentice within 10 weeks

The apprentices Technical Project Report & Presentation will be based on the Technical Project Brief issued to them by CIHT. The Project used must not be one of the projects included in the Apprentices Portfolio of Evidence.

The Technical Project Report & Presentation must be submitted to CIHT **within a maximum of 40 working days of the Technical Project Brief being issued by CIHT**. The Project should take the Apprentice between 25 – 30 hours to complete over a **maximum period of 6 working weeks**. The Project Report will consist of a 2500-word report (excluding appendices) and a 15-minute presentation, summarising their project and the outcomes produced. Presentation = 15 mins, followed by 25 mins questions.

EPA results confirmation can take up to 10 weeks to be confirmed by CIHT's EPSP. Apprentices can be awarded a Pass, a Fail, or a Distinction.

EPA Application Form

At Gateway, apprentices must complete and submit an [EPA application form](#) which must be signed by the employer and a sponsor, who must be a CIHT Member and hold a professional qualification, (e.g., Engineering Technician, Incorporated Engineer, Chartered Engineer or Chartered Transport Planning Professional).

Employers should be able to help identify an appropriate sponsor. Mentors and line managers can also be sponsors, provided they meet the criteria above.

Reasonable Adjustments

Reasonable adjustments requests can be made in the EPA application form and must indicate your individual requirements so they can be considered, and any appropriate adjustments put in place. (Please refer to CIHTs [Reasonable Adjustments and Special Considerations Policy](#) for more information).

Continuing Professional Development (CPD)

There is also a CPD record in the application form that must be completed.

Your CPD record provides some evidence of what you have learnt while working and studying. Please provide details of any CPD that you have completed in the last two years, for example, details of any CIHT technical events that you have attended in your region, or technical articles that you have read in industry magazines or online and the learning that you have gained and how you have applied this at work.

Assessment Methods

Assessment Method 1 - Technical project report and presentation

Once CIHT have received ALL your completed Gateway documents, we will issue you with your detailed 500-word technical project brief (You must complete a project to address the technical project brief).

The project you undertake will enable you to demonstrate your ability to use the high-level knowledge, skills, and behaviours that you have acquired during your apprenticeship to solve a problem. The Project should take you around 25-30 hours to complete.

You need to produce a project report of 2,500 words +/- 10% (excluding appendices) and should be typed in Arial 11pt font. The report should contain the outputs and deliverables specified in your chosen technical project brief.

Mandatory inclusions in the Technical Project Report:

- methods of data collection, analysis, and evaluation, including any calculations used.
- results, rationale, and conclusions, with reference to relevant transport planning principles.
- reference to relevant policies, regulations, legislations, and standards, including any health and safety considerations and environmental sustainability concerns.
- a statement outlining and evaluating your own performance to highlight the challenges you faced and how you overcame them; this statement **must** be signed by your employer.

- appendices of supporting evidence relating to the technical project - Appendices may include plans, diagrams, calculations, designs, feedback, video clips. This list is not definitive and other evidence sources apart from self-reflection are permissible.

Technical Project Report Guidance and Template:

Please use this guide to create your [Technical Project Report Project and presentation guidelines](#)

Presentation

You will also need to prepare a presentation to give at your interview. At the start of the interview, you will be asked to make a 10-minute presentation on your technical project. You can use presentation software, videos, interactive demonstrations, or a flip chart as visual aids. If you choose to use Power Point and you are having a face-to-face interview, please note that you will need to bring your own laptop, as there may not be one available at the interview venue.

Your presentation should include:

- A summary of the technical project report.
- An explanation of how and why specific techniques and criteria have been selected.
- Primary outcomes of the technical project.
- Reflective self-evaluation of the outcomes of the technical project.

Timeframe for Technical Project

From the day you are issued with your project brief, you will have a **Maximum of 40 working days** to complete your project and submit your project report and presentation to CIHT. When it is ready, you must submit your project presentation pack to: professionaldevelopment@ciht.org.uk

Submission

Your Technical Project Report & Presentation must be submitted along with your EPA application form to CIHT, three working weeks before your interview. Once received, your technical project report will be reviewed by two independent assessors.

If fail to submit your application and presentation pack by the deadline set by CIHT, your employer will be notified, and your EPA application will be suspended.

Assessment Method 2 – Professional Discussion

The second assessment will be a Professional Discussion of 40 mins (plus up to an additional four minutes at the discretion of the assessor). The Professional Discussion is based on your portfolio of evidence and your written report which is included in your EPA Application Form.

The Portfolio of Evidence

The Portfolio of Evidence is a condensed set of documentary evidence of work that you have completed through the duration of your apprenticeship, such as projects that you have worked on?

The Portfolio of Evidence will be submitted to CIHT at Gateway. Learning Providers and Employers should consider how they will best support their apprentices when they document

and evidence their own work. The portfolio must be prepared in advance of your EPA and your employer should allocate you time to review your documented evidence.

Your Portfolio of Evidence must cover:

- Transport planning modelling,
- Influencing travel behaviours
- Stakeholder or community engagement,
- Utilising quality assurance systems within your work
- Personal and professional practice and development.

CIHT EPA - Portfolio of Evidence Tracker

To help you collate your evidence, you can download a portfolio of evidence tracker, [here](#)

You should include evidence of work that you have undertaken while employed as an apprentice. This evidence may be:

- spreadsheet workings or model outputs
- notes of site visits, minutes of meetings, notes from community engagement
- technical drawings, CAD/BIM models
- client feedback, witness testimonies, employer/trainer feedback
- training records, appraisal records, training course completion

This list is not definitive and other evidence sources are permissible. However, the evidence provided **must** be valid and attributable to the apprentice; the portfolio of evidence must contain a statement from the employer and apprentice confirming this.

EPA INTERVIEW DAY

Attend a structured interview

You will undertake both assessment methods on the same day as part of a structured interview. When you have submitted your project report and presentation you will be invited by CIHT to attend a structured interview. Wherever possible, the interview will either be held locally to you, or it will be held remotely. It will take around 1 hour and 10 minutes to fully complete your interview, which will be carried out by two reviewers appointed by CIHT.

There may be an observer in the room/online meeting as well. This person will be checking the assessment process is being undertaken correctly and will not be assessing you. You will be notified if there is going to be an observer in your assessment.

You will need to bring an original (not photocopied) item of identification to the interview, which must include your photograph, for example your student card, passport or driving license.

You should present yourself in a business-like manner, appropriate to the professional status that you are seeking and be prepared to talk knowledgeably about the information that you have included in your submission.

The first part of the interview focuses on:

- **Assessment Method 1 (AM1): Technical Project**

You will be required to formally present your Technical Project presentation for 10 minutes, to two professionally registered and trained assessors. Your presentation will be followed by a 20-minute questions and answers discussion on the project itself. The assessors will ask at least 5 questions to check you have met the KSBS for method 1.

For Assessment Method 1, you can either pass, fail or get a distinction.

After the assessors have completed their line of questioning following your presentation, you will begin the second portion of your interview, which covers:

- **Assessment Method 2 (AM2): Professional Discussion based on Portfolio**

The Professional Discussion will last 40 minutes, during which time the two professionally registered and trained assessors will ask you questions based on your portfolio to check that you are able to demonstrate the KSBS Assessed by method 2:

Transport planning modelling
Influencing travel behaviours
Stakeholder or community engagement
Utilising quality assurance systems within their work
Personal and professional practice and development

For Assessment Method 2, you can either pass, fail or get a distinction.

After the interview

The reviewers will not be able to inform you of the outcome of the assessment at the end of your interview, because they will need time to discuss this and agree a recommendation. All EPA recommendations are considered by CIHT's Engineering Professional Standards Panel where they are checked for consistency before the results are released, which is normally within 6 weeks of the interview taking place.

Assessment Grading

Assessment Method 1 (AM1) & Assessment Method 2 (AM2) are graded separately. The final grade is made up of the outcomes to the two assessment methods. Both of which must be passed or exceeded for you to successfully complete your apprenticeship.

The grades available when completing your EPA are:

- Fail
- Pass
- Distinction (this grade is only issued when you have successfully demonstrated that you **exceed ALL** the required outcomes for successful completion of this apprenticeship).

Resits and Retakes

Apprentices who fail one or more of the assessment method/s will be offered the opportunity to either re-sit or re-take their EPA interview (at the employer's discretion), because the employer must first agree to keep the apprentice employed and pay for the apprentice's re-sit fee.

The CIHT Professional Development Officer will liaise with the apprentice and their employer to arrange a re-sit or a re-take as required. An employer who chooses to support an apprentice through a re-sit or a re-take, should work closely with the apprentice to ensure they are providing a supportive action plan to prepare the apprentice for either a re-sit or a re-take.

A re-sit does not require further learning and is typically undertaken within 2 months of the EPA outcome notification, but the timescale for a re-sit is to be agreed between the employer and EPAO.

A re-take requires further learning and dependent on how much further learning is required, a re-take is typically taken within 5 months of the EPA outcome notification, but the timescale for a re-sit is to be agreed between the employer and EPAO. All assessment methods must be taken within a 7-month period of the EPA outcome notification, otherwise the entire EPA will need to be undertaken again.

Apprentices may not need to complete a different project where a re-sit or a re-take is required, but the apprentice may need to re-work their project report and/or presentation. CIHT must ensure that any apprentice who either re-sits or re-takes their EPA, will have a different set of questions.

CIHT Membership and Engineering Council registration

If you are successful in the EPA, CIHT will:

- apply to the Institute for Apprenticeships and Technical Education for your apprenticeship completion certificate,
- write to you to confirm your EPA result and send a copy of the confirmation to your employer and learning provider,
- ensure that your CIHT membership is at the correct grade,
- put your name forward to the Engineering Council for registration as an Engineering Technician, with your permission.

CIHT Support

Apprentice membership is free with CIHT. We provide apprentice members access to webinars, CPD and networking opportunities, guidance, and EPA templates to support them and streamline the EPA process.

For Further Information:

If you have any questions about the EPA, contact professionaldevelopment@ciht.org.uk



Annex B: Employer Sign Off Sheet – Apprentice Knowledge, Skills and Behaviours for entrance to Gateway

This document is a guide for you (the Employer) to check and sign off your Apprentices Knowledge, Skills and Behaviours at the end their Apprenticeship.

By signing this document, you agree and confirm that the Apprentice has met all the required Knowledge, Skills and Behaviours of and within their Apprenticeship and that you are satisfied that they are ready to enter Gateway

Apprentice Technical Project Brief: By signing this Employer Sign Off Sheet, you also confirm that the Technical Project Brief selected by CIHT for your apprentice is appropriate for them. **Employers:** Please select a specialism for your apprentice (from the list provided) in the text box below

Project Brief Specialisms:

1. Active Travel in an Existing Road System
2. Expanding Shared use of E-Bikes for a Sustainable Future
3. Introducing a Sports and Entertainment Stadium in Barnet
4. Reducing Impact Across Major Transport Corridors
5. Pedestrianisation in Royal Leamington Spa Creative Quarter
6. Improvements to road traffic flow and control
7. Integrating public transport with the wider transport network
8. Transport Assessment for Large-scale Development for Employment Uses
9. Proposed Pedestrian Crossing Signals adjacent to Network Rail Bridge
10. Woburn Sands Train Station Relocation

<i>Project Brief Specialism Selected:</i>
--

KNOWLEDGE
A Transport Planning Technician, on completion of the Level 3 TPTA, can demonstrate that they have Knowledge of the following

Principles and processes of sustainable transport planning, underpinned by appropriate mathematical, scientific and technical knowledge and understanding.
National, regional and local policies, transport regulations and planning acts, and how they interface with each other.
Key principles, techniques and methods of data collection, analysis and evaluation of transport planning solutions used in the delivery of valid transport planning solutions.
Transport and traffic models and forecasting techniques, using computer-based software system/packages, and their use in the sector.
The various modes of transport and travel, including an awareness of travel behaviours, the demand drivers, and the factors that affect choice.
Techniques for, and interpretation of, stakeholder and public engagement used within transport and travel planning.
Statutory and organisation health and safety policies, procedures and regulations that must be adhered to in the transport planning environment including the risk assessment processes, procedures and documentation used.
Project management, quality management and assurance systems and continuous improvement as applied to transport planning.
Principles of sustainable development as applied to transport and travel planning.
Ethical principles as applied to transport planning.
The values and standards by which they maintain their professional and technical knowledge and skills through CPD.
By signing this form, I, the employer agree that the Apprentice meets ALL the above Knowledge Statements and is ready to proceed to Gateway

SKILLS
A Transport Planning Technician, on completion of the Level 3 TPTA, will to be able to use their Skills to:
Apply principles and processes of sustainable transport planning and design principles, including mathematical, scientific and technical know-how to transport planning solutions.
Use national, regional and local policies, transport regulations or planning acts when contributing to, or appraising, transport planning solutions or improving transport systems and services.
Apply key principles, techniques and methods of data collection, analysis and evaluation to support the planning, design, implementation or assessment of valid transport planning solutions.

Plan and carry out data collection, analysis, evaluation, and report the outputs through appropriate means using relevant conventions and terminology.
Use models to forecast demand by operating appropriate software packages for data gathering and analysis.
Apply techniques and processes for design, delivery and interpretation of stakeholder, community and public engagement
Apply document control processes and procedures using the approved processes, maintaining quality compliance when creating or amending transport planning and/or design documentation.
Support and contribute to the production of transport planning solutions in accordance with relevant standards and procedures, with consideration for economical, security, cultural and societal, and environmental considerations.
Plan, carry out and manage own work in line with quality management and assurance policies, recognising the wider implications to others, such as client, customer or end-user needs, and within cost and resource limitations.
Apply statutory and organisational health and safety policies, procedures and regulations in the transport planning environment, using risk assessment processes, procedures and documentation.
Communicate using appropriate methods for the audience, and incorporate relevant and appropriate terms, standards and data.
Apply sustainable and ethical principles to transport and travel planning.
Plan, undertake and review their own professional competence, regularly updating and reviewing their CPD to improve performance.
By signing this form, I, the employer agree that the Apprentice meets ALL the above Skills Statements and is ready to proceed to Gateway

BEHAVIOURS

A Transport Planning Technician, on completion of the Level 3 TPTA, can demonstrate a ready knowledge of:

Complies with statutory and organisational regulations and policies.
Works independently, operating in a systematic, proactive and transparent way, knowing their limitations and when to ask for support or escalate.
Applies a structured approach to problem solving with attention to detail, accuracy and diligence.
Demonstrates a high level of motivation when collaborating in teams, offering sensible challenge, providing constructive feedback and contributing to discussions.
Acts professionally with a positive and respectful attitude; is receptive to constructive feedback and resilient when facing challenge.

Maintains professional and ethical working relationships with internal, external and connected stakeholders, recognising the importance of equality, diversity and inclusion.

Takes responsibility for their own professional development, seeking opportunities to enhance their knowledge, skills and experience.

By signing this form, I, the employer agree that the Apprentice meets ALL the above Behaviours Statements and is ready to proceed to Gateway

EMPLOYER SIGNATURE:

I, the Employer, agree that the apprentice can demonstrate a competent level of Knowledge, Skills and Behaviours:

Employer Name:

Employer Signature:.....