



TRANSPORT PLANNING TECHNICIAN END POINT ASSESSMENT APPLICATION FORM

There are **FIVE** sections to this form. All sections must be completed in full.

SECTION 1: TO BE COMPLETED BY YOUR EMPLOYER

Name	
Employer	
Position held	
Email	
<p>I can confirm that _____ (apprentice name) has demonstrated satisfactory completion of all aspects of the Transport Planning Technician apprenticeship and is ready to undertake the End Point Assessment.</p>	
Signature:	Date:

SECTION 2: ABOUT YOU

Your title	<input style="width: 100%;" type="text"/>
First name	<input style="width: 100%;" type="text"/>
Surname	<input style="width: 100%;" type="text"/>
CIHT Membership Number	<input style="width: 100%;" type="text"/>
Date of Birth DD/MM/YYYY	<input style="width: 100%;" type="text"/>
Home Address	<input style="width: 100%; height: 60px;" type="text"/>
Postcode	<input style="width: 100%;" type="text"/>
Personal email	<input style="width: 100%;" type="text"/>
Home phone	<input style="width: 100%;" type="text"/>

Your job title	<input type="text"/>		
Date employment started	<input type="text"/>		
Work Address	<input type="text"/>		
Postcode	<input type="text"/>		
Work phone	<input type="text"/>	Work Email	<input type="text"/>
Your Training Provider	<input type="text"/>		
Training provider address	<input type="text"/>		
Postcode	<input type="text"/>		
Training Provider contact	<input type="text"/>		
Contact email	<input type="text"/>		
Contact telephone number	<input type="text"/>		

Your individual requirements

If you have a disability, specific learning difficulties (for example dyslexia) or a temporary condition including pregnancy, you can apply for special arrangements for your End Point Assessment. Please provide details in the box below. See Guidance Notes for further information.

Please note that we cannot take your individual requirements into account if you tell us after the End Point Assessment has taken place.

SECTION 3**Sponsor 1**

As a sponsor, I confirm that I am either a member of CIHT or an Engineering Council registrant who has knowledge of the applicant's work and the requirements of EngTech professional registration, as set out in the UK standard for Professional Engineering Competence (UK-SPEC).

Title	<input type="text"/>
First Name	<input type="text"/>
Surname	<input type="text"/>
Home Address	<input type="text"/>
Postcode	<input type="text"/>
Email	<input type="text"/>
Job title	<input type="text"/>
Employer	<input type="text"/>
CIHT Membership No.*	<input type="text"/>
Engineering Council Registration*	<input type="text"/>
Other professional registration	<input type="text"/>
Signature	<input type="text"/>
Date	<input type="text"/>

**If applicable*

SECTION 4. WRITTEN REPORT

This is where you give work examples that show that you have the knowledge, skills and behaviours required for the Transport Planning Apprenticeship and the Engineering Technician (EngTech) Standard as set out in the Engineering Council document *UK Specification for Professional Engineering Competence (UK-SPEC)*. You should read the End Point Assessment guidance notes before completing this section.

4a. Give two or three examples of a project or task where you solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used. Tell us about any, technical or engineering principles you used and how you reported or made recommendations on what you did to your employer or other people involved such as clients or suppliers. Include anything you did to prevent harm to people, equipment or data.

Aim to provide 450-500 words

4b. Give two or three examples of how you have identified, planned, and organised the resources needed to effectively complete a project, explaining how you took into consideration cost, quality, safety and any environmental impact. Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome.

Aim to provide 450-500 words

4c. Give two or three examples of how you have complied with the CIHT Code of Conduct, how you keep in touch with developments in your technical area and how you have continued to develop your knowledge and skills?

Aim to provide 450-500 words

SECTION 5: Continuing Professional Development CPD

Your CPD record is a way of showing that you have been building on the skills and knowledge that you have gained through your apprenticeship training with other learning, for example supplementary reading, self-study, technical meetings, shadowing of work colleagues.

Please list any CPD activities that you have undertaken during your apprenticeship in the table below, giving a brief description of what you learned from each activity.

DATE	PLAN What did I aim to learn?	ACT Details of CPD Activity (What/Where?)	RECORD Number of CPD Hours	REFLECT Knowledge/skills gained/applied

Your declaration

I declare that the information in this application is complete and correct.

I understand that, if my End Point Assessment is successful, I will be put forward for registration with the Engineering Council as an Engineering Technician and my CIHT membership will be upgraded from Apprentice Member to Member (MCIHT). I will continue to abide by CIHT's Royal Charter and Bye Laws and the Code of Professional Conduct.

Signature

Date

CIHT Privacy Policy

CIHT respects your privacy and is committed to protecting your personal data. Our Privacy Policy explains how CIHT collects and processes your personal data. It is important that you read the Privacy Policy so that you are fully aware of how and why we are using your data. The policy can be found at www.ciht.org.uk/privacy

I have read the Privacy Policy and understand my rights relating to personal data. I agree to CIHT holding my personal data and using it for the purposes set out in the policy. (please tick box)

Once completed, you need to send the application form and your Project Presentation Pack as one PDF document to: education@ciht.org.uk