



TRANSPORT PLANNING TECHNICIAN APPRENTICESHIP

Assessment Method 1 (AM1):

Technical Project with Report and Presentation

Instructions

As part of your formal End Point Assessment application to The Chartered Institution of Highways & Transportation (CIHT), you are required to submit a Technical Project Report & Presentation based on the Technical Project Brief supplied to you by CIHT at Gateway.

The Technical Project Report & Presentation should take you between 25 and 30 hours to complete and must be submitted to CIHT within 40 working days of the technical project brief being issued by CIHT at Gateway. The technical project report must be 2,500 words +/-10%, excluding appendices, and will require you to research and prepare material to produce a report and a presentation.

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 showcase 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.

Your Presentation and Assessor Questions:

Your Presentation is your own, but it can last no longer than 10 minutes and will be followed by 20 minutes of questions from the independent assessors during your interview. To deliver the presentation, you can use presentation software, videos, interactive demonstrations, notes and a PC. The independent assessors will ask a minimum of 5 questions at the end of the presentation to ensure your knowledge, skills, and behaviours (KSB's) are sufficient.

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.

Submission

Your Technical Project Report & Presentation must be submitted along with your EPA application form to CIHT 3 working weeks before your interview. Once received, your technical project report will be reviewed by two independent assessors who will generate and collate questions from both the report and presentation, along with questions from a question bank, previously written and agreed by the assessors based on the KSB's.

PERSONAL DETAILS

Please complete the below table:

Your name	
Your email address	
Your CIHT Membership number	
Name of your employing organisation	
Name of your learning provider	
Title of your Technical Project Report	
Date submitted	

TECHNICAL PROJECT REPORT TEMPLATE

Please complete the template below and submit it by email (along with all other mandatory End Point Assessment documents) to: professionaldevelopment@ciht.org.uk

All sections MUST be completed.

Technical Project Objectives. <i>What are the objectives you need to meet?</i>	
Methods and sources of data collection. <i>What research methods and data collection activities do you need to undertake?</i>	
Health and safety considerations <i>What Health & Safety actions or policies did you undertake, adhere to or follow?</i>	
Environmental Sustainability Concerns <i>What were the environmental sustainability concerns you needed to consider?</i>	
Problem Identification <i>What were the significant problems you faced and how did you overcome them?</i>	
Analysis, and evaluation. <i>What scientific or Engineering principles did you need to consider?</i>	
Deliverables, Results & Rationale, with reference to relevant transport planning principles. Please provide details of calculations and drawings relevant to your plan.	

<p>Appendices <i>Supporting evidence relating to the technical project - Appendices may include plans, diagrams, calculations, designs, relevant policies, regulations & legislations.</i></p>	
<p>Statement outlining and evaluating your own performance. <i>Showcase the challenges you faced and how you overcame them; this statement must be signed by your employer.</i></p>	