



Transport Planning Technician Apprenticeship End Point Assessment Guidance

For version 1.1 of the standard
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TRANSPORT PLANNING TECHNICIAN APPRENTICESHIP

END POINT ASSESSMENT GUIDANCE

Introduction

The Chartered Institution of Highways & Transportation (CIHT) conducts the End Point Assessment (EPA) for the Level 3 Transport Planning Technician Apprenticeship (TPTA). If you are successful in the assessment, as well as receiving your apprenticeship completion certificate, you will also be eligible for registration with the Engineering Council as an Engineering Technician and as a Member of CIHT. This means that you would be able to use the letters, 'EngTech, and MCIHT (Member of CIHT)' after your name.

This guidance note relates to version 1.1 of the TPTA assessment plan for apprentices who started on programme after 24 August 2020 and should be read in conjunction with the [assessment plan](#). This set of guidance notes explains how to make an application for EPA (End Point Assessment) for the TPTA and how to prepare for and sit your EPA.

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>

Support

CIHT will provide webinars, guidance, and templates to support apprentices, employers, mentors and learning providers

Reasonable Adjustments

If you have a disability of any description (for example dyslexia) or a temporary condition (e.g., pregnancy) and wish to request reasonable adjustments to your EPA, you must indicate this in your application form so that your individual requirements can be considered, and any appropriate adjustments put in place. (Please see [CIHT Reasonable Adjustments Policy](#) for more information).

What's new?

The TPTA apprenticeship standard and assessment plan were updated and all apprentices who started on programme from 24th August 2020 onwards will be assessed against the new assessment plan. The CIHT will provide EPAO (End Point Assessment Organisation) service for the revised standard and assessment plan from the beginning of 2022.

The main changes are:

Mandatory Qualification - Pearson BTEC in Transport Planning

The Pearson BTEC in Transport Planning qualification is now mandatory as part of this apprenticeship. Progression to EPA now requires the BTEC qualification to be successfully completed prior to Gateway.

Portfolio of Evidence

A Portfolio of Evidence (PoE) is a collection of documents that demonstrates that the apprentice has attained (and can apply) the knowledge, skills and behaviours identified in the apprenticeship standard. Apprentices can use it to highlight examples of their competence

within their job role. The content of the PoE will be reviewed by the EPA assessors prior to the Professional Discussion, to enable them to create bespoke questions for each apprentice. Although the PoE itself is not assessed, the PoE forms the basis of the Professional Discussion portion of their EPA Interview.

The evidence provided in the PoE, must relate to each of the below 5 subjects:

- influencing travel behaviours
- transport planning modelling
- stakeholder or community engagement
- utilisation of quality assurance systems within their work
- personal and professional practice and development

How big should a Portfolio of Evidence be?

The PoE should include ten to twelve individual pieces of evidence about work related tasks or projects, that the apprentice has been directly involved with. The PoE should contain no more than 40 pages of evidence. If the evidence provided in the Portfolio of Evidence is not clearly linked to one of the 5 subjects, then it is advisable for an apprentice to provide a description of the steps that they have taken alongside any PoE documents provided.

What does a Portfolio of Evidence look like?

The PoE needs to be comprehensive, well organized and indexed. It needs to be presented in one folder or document that is numbered and cross-referenced to at least one of the 5 subjects listed above. Any format of evidence may be presented to support the portfolio of evidence. A well-presented and catalogued PoE provides a picture of your investment in your apprenticeship and provides tangible evidence to help gauge your progress and development of knowledge, skills, and behaviours.

GATEWAY

To take EPA, you first need to pass through gateway:

To enable you to enter gateway you must provide your **Learning Provider** with the following documents which they will upload to the online apprentice management system, '**ACE360**'. By uploading these documents to the '**ACE360**', your Learning Provider is signalling to CIHT that you are ready to start your EPA.

The Gateway documents required are:

- The Portfolio of Evidence
- EPA Application Form
- The Letter of Approval from your Learning Provider
- English and Mathematics certificates at level 2
- Pearson BTEC certificate - Level 3 Diploma in Transport Planning
- The Employer Sign-Off Form (Appendix B). This includes your specialism and agrees that the technical project brief selected for you is appropriate and approved by your employer. (This form replaces the current letter of approval).

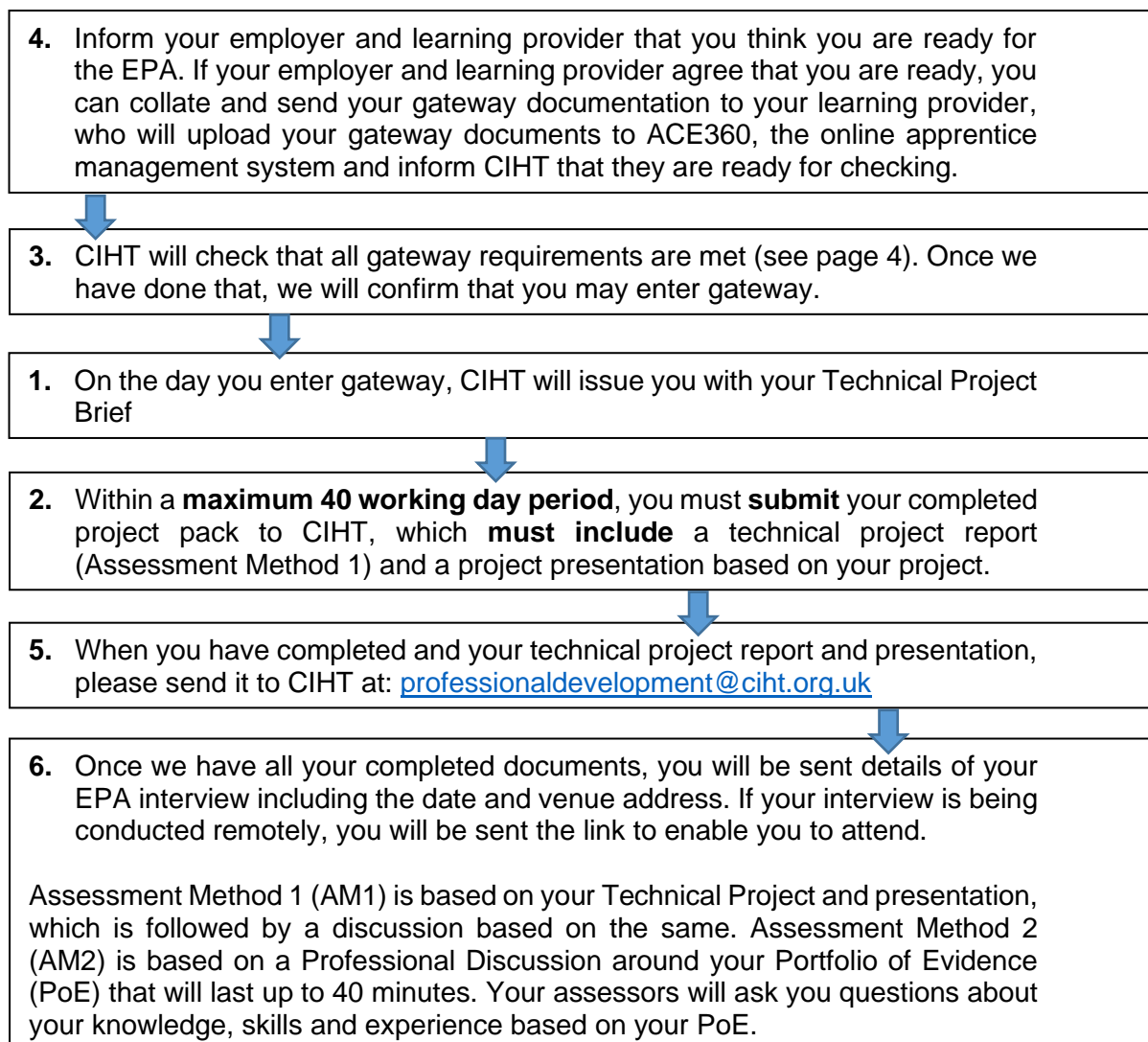
What happens after submission at Gateway?

Two of CIHT's professionally registered and trained assessors will review your portfolio and will prepare questions for the Professional Discussion.

EPA PROCESS

The chart on page 5 of this guide, shows each stage of the EPA process and provides further information about what happens at each stage.

In summary, the stages of your EPA are:



EPA Chart

The chart on the next page shows the full EPA process and provides further information on each stage of the process.

Any questions?

If you have any questions about the EPA, please review our [Frequently Asked Questions](#). 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

TPTA Standard V2 - Revised CIHT EPA Process – Summary

The Portfolio of Evidence must (as a minimum requirement) contain 10 - 12 pieces of evidence of competence mapped to the EngTech KSB's. Suggested 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 certificate, employer & training provider letters of approval, Portfolio of Evidence, employer sign off sheet (competencies)

**Total EPA Process Length
4 Months**

The EPA Interview will take place up to 6 weeks after the Presentation and supporting documents are submitted. All documentation related to the Project (report and presentation), must be submitted by the Apprentice, **a minimum of 15 days before the interview**, to allow the assessors to review it

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

Before Gateway

Apprentice successfully completes Level 2 Maths, English, Pearson BTEC & their Portfolio of Evidence

Apprentice Confirmed as Competent by Employer with the support of the 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

The apprentices Technical Project Report & Presentation will be based on the Technical Project Brief issued to them by CIHT. The apprentice's employer will agree with CIHT that the Technical Project Brief is appropriate for the apprentice.

Upon Entering Gateway - Project Brief Issued

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

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 (with any additional evidence) and a 10-minute presentation, explaining how they went about their project, what data was used, how they analyzed it, summarizing the techniques & criteria used, and presenting a summary of the outcomes produced. Presentation = 10 mins, followed by 20 mins questions

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 period

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

The 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: The apprentice carries out the formal Project Presentation which is followed by questioning which combined takes 30 minutes to complete. This is typically a 10-minute Presentation with a 20-minute questions and answers session with the assessors

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

CIHT Provides EPA Results

Before the EPA results can be given to the Apprentice, the assessors need 3 weeks for deliberation and to grade the interview. When the assessors' grades have been ratified by CIHT's Professional Standards Panel, CIHT can order the apprentices certificate of completion

It can take up to 6 weeks to be confirm an apprentice's grade. This will be either a Pass, a Fail, or a Distinction

EPA Application Form

Along with your technical report and project presentation pack, you must complete and submit the **EPA application form**. Your EPA application must be signed by one sponsor, who must be a CIHT Member and hold one of the following professional qualifications: *Engineering Technician, Incorporated Engineer, Chartered Engineer or Chartered Transport Planning Professional*.

Your employer should be able to help you to identify an appropriate sponsor, but your Mentor or your line manager can also be your sponsor; provided they meet the criteria as explained above.

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

Continuing Professional Development (CPD)

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 Guidance and Template Assessment Method 1](#)

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.

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.

Quality Assurance

CIHT'S Self-Assessment Panel checks that all EPAs are carried out fairly and consistently. External quality assurance of the EPA process is provided by the Institute for Apprenticeships and Ofqual (pending recognition).

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.

Making an appeal

You have the right to appeal if you feel that the EPA was not conducted properly, or you were treated unfairly (see CIHT appeals process). Appeals must be sent to CIHT within 6 weeks of the results being issued. If you are considering an appeal, we advise that you discuss this with your employer before contacting CIHT (professionaldevelopment@ciht.org.uk) for further information on the appeals process.

Any questions?

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.

Apprentice Name:

Apprentice Employer: *(Company)*.....

Apprentice Specialty - *(Please state the specialty of the Apprentice):*

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.	

EMPLOYER SIGNATURE:

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

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.	

EMPLOYER SIGNATURE:

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

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.	

EMPLOYER SIGNATURE:

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