**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. How Infrastructure Influences the Vitality of Town Centres

***Project Brief Specialism Selected:***

1. Improvements to Road Traffic Flow and Control
2. Integrating Public Transport with the Wider Transport Network
3. Transport Assessment for Large-scale Development Proposals

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| **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** |

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| **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 polices, 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** |

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| **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 sighing 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:**…………………………………………………….