

TRANSPORT PLANNING TECHNICIAN APPRENTICESHIP

END POINT ASSESSMENT GUIDANCE

Introduction

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

These guidance notes explain how to make an application for End Point Assessment (EPA) for the Transport Planning Technician Apprenticeship.

In order to make an EPA application you need to enter the 'gateway', which means that your employer and learning provider are satisfied that you have completed your apprenticeship and confirm that you are ready to do the EPA.

Applying for the EPA

The flow chart on page 2 shows each stage of the EPA process.

In summary, as an apprentice you need to take the following steps:

- 1** – Choose one of the project briefs issued periodically by CIHT and submit a project proposal, based on that brief, to CIHT for approval;
- 2** - Undertake the project within 3 months of your project proposal being approved;
- 3** - Submit a project presentation pack to CIHT which demonstrates your ability to integrate the high level knowledge, skills and behaviours set out in the apprenticeship Standard. At the same time, you must submit the EPA application form containing a written report which demonstrates your competence and commitment against the Apprenticeship and EngTech Standards;
- 4** - Attend a 45 minute interview with two CIHT reviewers. The interview starts with a 15 minute project presentation by you. This is followed by a discussion of the project and a structured interview.

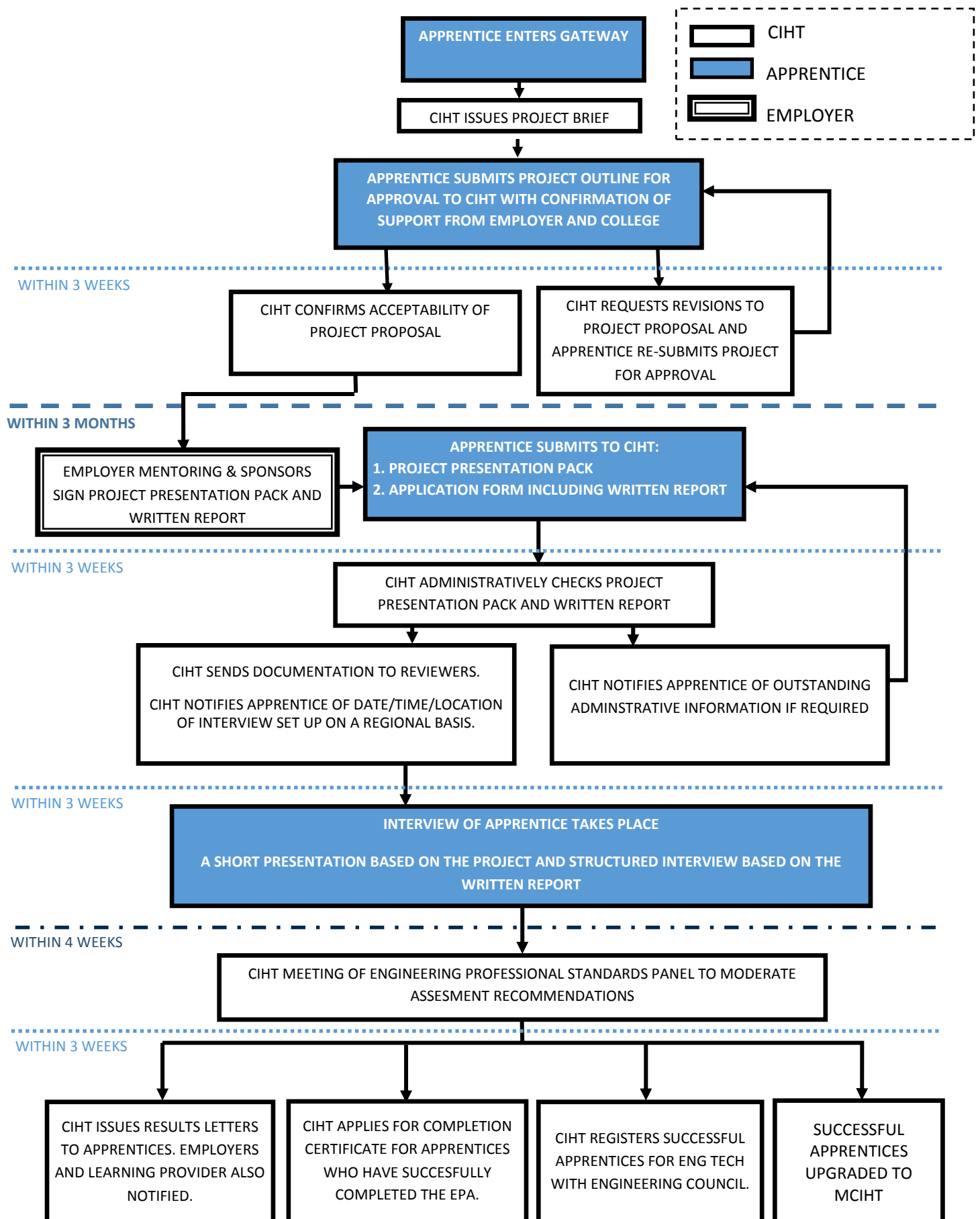
Privacy Policy

CIHT respects your privacy and is committed to protecting your personal data. Our Privacy Policy has been updated to take into account the requirements of the new General Data Protection Regulation. The policy is available on our website at <http://www.ciht.org.uk/en/utilities/privacy-statement.cfm>

Any questions?

If you have any questions about the EPA, contact the Education team on 0207 336 1571 or email education@ciht.org.uk

Transport Planning Technician Apprenticeship End Point Assessment Process



To apply for the EPA, as a Transport Planning Technician apprentice, you need to:

Step 1 Choose a project brief and submit a proposal

CIHT will issue a number of project briefs, which will change periodically. You must choose ONE of the project briefs published on the CIHT website and develop a project proposal.

The project proposal must demonstrate your ability to use the high level knowledge, skills and behaviours that you have acquired during your apprenticeship to solve a problem. The proposal should be no more than 500 words and should be typed in Arial 11pt. When it is ready, you must submit your proposal to CIHT for approval using the Project Proposal Form (*Appendix A*). The form must be signed by your employer and your learning provider to confirm that you have successfully completed the Transport Planning Technician Apprenticeship and that you are ready to take the EPA as you have gained the necessary skills, knowledge and behaviour as set out in the [Transport Planning Technician Apprenticeship Standard](#) and [Transport Planning Technician Assessment Plan](#).

Submissions must be made by email to education@ciht.org.uk

You will be notified within three weeks of submitting whether or not your project proposal has been approved by CIHT. If your proposal is not approved, you will be given feedback and a deadline for re-submission.

Step 2 Put together the project presentation pack

Once your project proposal has been approved, you will have **up to three months** to complete and submit a project presentation pack, based on your approved proposal. The pack should take around 30 hours to put together and should contain the Outputs and Deliverables specified in the project brief. It is anticipated that the project report, including the introduction, will be no more than 15 pages in length. You will be given a deadline by CIHT for submitting your project presentation pack and EPA application.

Step 3 Submit the EPA application and project presentation pack

Along with the project presentation pack, you must complete the **EPA application form** (*Appendix B*).

Your application must be signed by two sponsors. One sponsor must be a CIHT member and one of your sponsors must be an Engineering Council registrant. Your employer will help you to identify appropriate sponsors.

The application form contains a **written report** made up of **three sections**. This is where you should include **up to 3 examples** of the knowledge, skills and behaviours that you have acquired during your apprenticeship that show that you have achieved the level of competence and commitment required for completion of the Transport Planning Technician Apprenticeship and Engineering Technician (EngTech) registration with the Engineering Council. Each section has a **500 word limit**. You may submit appendices to the written report that relate to the examples that you have used. Appendices should be no more than 10 pages in total.

You must also include in the application form details of any Continuing Professional Development (CPD) that you have completed in the last two years that supplements what you

have learnt from your employer and learning provider, 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 this has been applied to your role.

Whilst you may receive advice from your employer and learning provider on preparing the documentation for your EPA (project proposal, project presentation pack, application form and written report), the submission must be your own work. If you are found to have copied the work of others, your application will not be accepted and your Apprentice membership of CIHT may be suspended or withdrawn.

Step 4 Attend a structured interview

When you have applied for the EPA, you will be invited to attend a structured interview. The interview will be held locally to you and will take around 45 minutes. It will be carried out by two reviewers appointed by CIHT. There may be an observer in the room as well. This person will be a CIHT auditor, or a trainee reviewer, or an External Quality Assurance representative. They will be concentrating on the assessment process and not assessing you.

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 are advised to present yourself in a business-like manner, appropriate to the professional status that you are seeking.

At the start of the interview you will be asked to make a 15 minute presentation on your chosen project brief. You should refer to your presentation pack when making your presentation. You may use Power Point slides or a flip chart as visual aids. If you choose to use Power Point, please note that you will need to bring your own laptop, as there may not be one available at the interview venue. When you have finished your presentation, the reviewers will discuss it with you before moving on to a more general discussion about the knowledge skills and behaviours that you have developed at work. The discussion will be based on the examples that you have given in your written report.

If you have a disability, specific learning difficulties (for example dyslexia) or a temporary condition including pregnancy, you must indicate this in your application form so that the reviewers know this beforehand and your individual requirements can be taken into account.

After the interview

The reviewers will not tell you the outcome of the assessment at the end of the 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.

If you are unsuccessful, CIHT will provide you with feedback. You may be offered the opportunity to re-sit the complete EPA process or re-take part of the assessment. The re-assessment should take place within 12 months of the original assessment and you must be in employment to be re-assessed.

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 the Engineering Council.

CIHT membership and Engineering Council registration

If you are successful in the EPA, CIHT will:

- apply to the Institute for Apprenticeship for your apprenticeship completion certificate,
- write to you to notify you of your EPA result and send a copy to your employer and learning provider,
- upgrade your CIHT Apprentice membership to full Member grade,
- with your consent, put your name forward to the Engineering Council for registration as an Engineering Technician.

CIHT subscription fees and the current Engineering Council EngTech registrant fee can be found on the CIHT website www.ciht.org.uk

Making an appeal

You have the right to appeal if you feel that the EPA was not conducted properly or you were treated unfairly. 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 (education@ciht.org.uk) for further information on the appeals process.