



# Transport Planning Technician Apprenticeship End Point Assessment Guidance

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# Contents

Introduction.....	1
End Point Assessment (EPA) process.....	1
CIHT Privacy Policy.....	1
Contact for queries.....	1
EPA Flow Chart.....	2
Applying for the EPA: step by step guide.....	3-4
EPA quality assurance.....	5
Making an appeal.....	5
Appendix A: Project Proposal Form	
Appendix B: EPA application form containing Written Report template	

# 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 must confirm that you are capable of demonstrating the skills, knowledge and behaviours that you need to successfully complete 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 published on CIHT's website and submit a project proposal, based on that brief, to CIHT for approval;
- 2 – Within 3 months of your project proposal being approved by CIHT, submit
  - a project presentation pack based on your chosen project, and
  - the EPA application form containing work examples that demonstrate your competence and commitment against the Apprenticeship and EngTech Standards;
- 3 - Attend a 45 minute interview with two CIHT reviewers. The interview starts with a 15 minute project presentation by you which is followed by a discussion of your presentation the information in your application form.

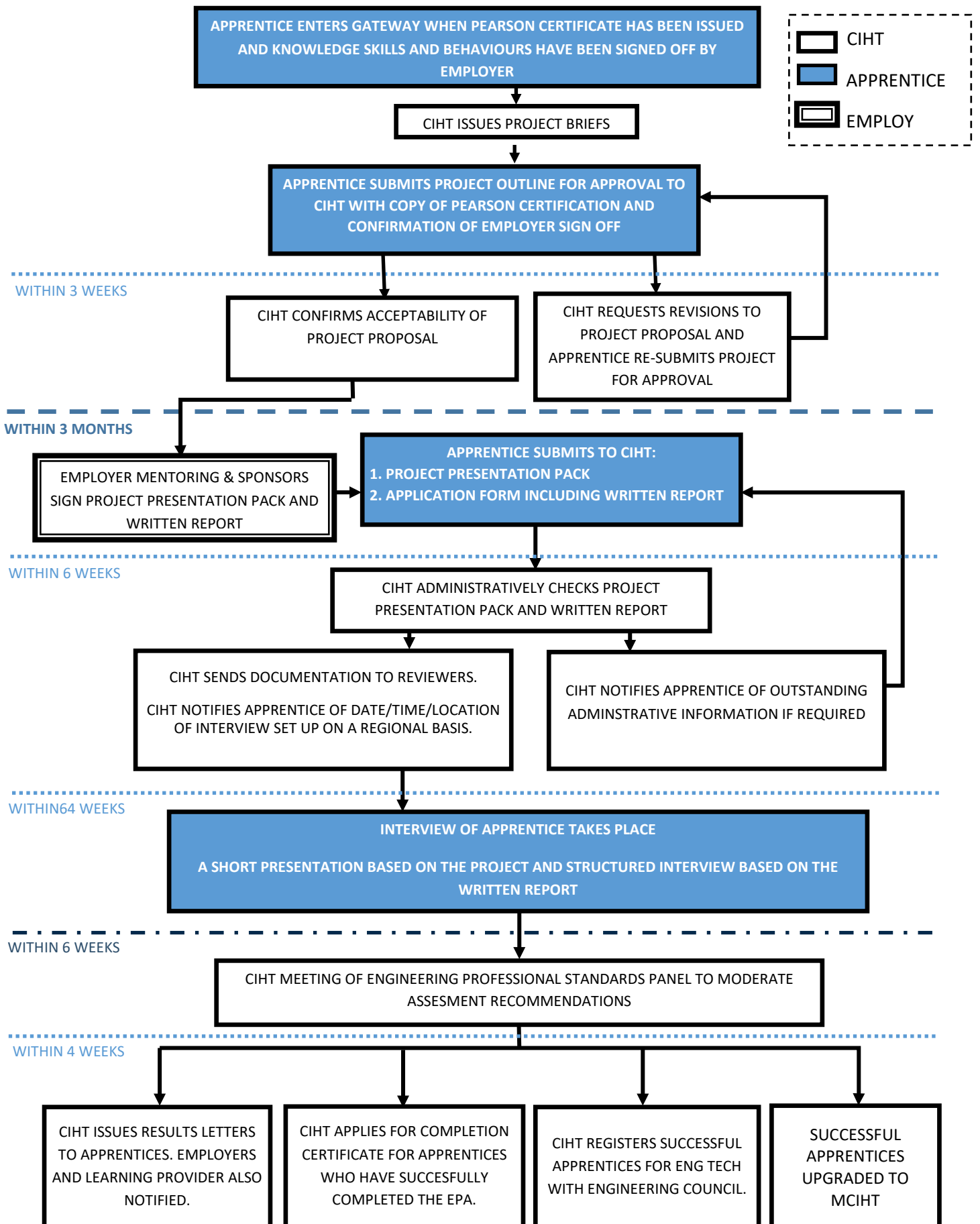
### Privacy Policy

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](mailto: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*) together with a copy of your Diploma certificate and *Appendix B* completed by your employer to confirm that you have acquired the skills, knowledge and behaviours set out in the [Transport Planning Technician Apprenticeship Standard](#) and [Transport Planning Technician Assessment Plan](#) and that you are ready to apply for the EPA

Your project proposal (*Appendix A*), copy of your Diploma certificate and *Appendix B* completed by your employer must be sent to [education@ciht.org.uk](mailto: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 your chosen project brief. It is anticipated that the project report, including the introduction, will be no more than 15 pages in length.

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

Your application must be signed by two sponsors. The two sponsors must include a CIHT member and an Engineering Council registrant (i.e. an Engineering Technician, Incorporated Engineer or Chartered Engineer). If the CIHT member and Engineering Council registrant criteria are fulfilled by the same person, your second sponsor should be an experienced transport planner who has worked closely with you and is familiar with the level of knowledge and experience that you have acquired during your apprenticeship (e.g. your mentor or line manager). Your employer will help you to identify appropriate sponsors.

The application form includes **3 sections**. You are required to provide **2-3 work-related examples per section** 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. Each of the 3 sections has a **500 word limit**.

You will be given a deadline by CIHT for submitting your project presentation pack and application form. If you require an extension to the submission deadline, you must contact CIHT at least 2 weeks before the deadline date to request additional time, giving the reasons. **If you do not request an extension and 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.**

If you decide to include appendices, they should be carefully chosen and should not exceed 10 pages in total.

You must 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 while working and studying, 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.

You should seek advice from your employer on preparing the documentation for your EPA (project proposal, project presentation pack and application form), but you must make sure that the submission is all 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 will be suspended or withdrawn.

### **Step 3 Attend a structured interview**

When you have submitted your project presentation pack and EPA application form, you will be invited by CIHT to attend a structured interview. Wherever possible, the interview will be held locally to you. It will take around 45 minutes and 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 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

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 can 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 discuss 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 application form.

If you have a disability, specific learning difficulties (for example dyslexia) or a temporary condition (e.g. pregnancy), you must indicate this in your application form so that 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 must 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 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. 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](mailto:education@ciht.org.uk)) for further information on the appeals process.