



## TRANSPORT PLANNING TECHNICIAN APPRENTICESHIP ENGINEERING TECHNICIAN APPLICATION

There are **Four** sections to this form. All sections must be completed in full. This form cannot be accepted with missing information.

### SECTION 1: YOUR EMPLOYER – (to be completed by your employer)

Name:	
Employer:	
Position held:	
Email:	
I can confirm that _____ (apprentice name) has satisfactorily completion of all aspects of the Transport Planning Technician apprenticeship and is ready to undertake the End Point Assessment.	
Signature:	Date:

### SECTION 2: ABOUT YOU – (to be completed by you)

**ALL sections MUST be completed:**

Your Title:	
Full Name:	
CIHT Membership Number:	
Date of Birth DD/MM/YYYY	
Home Address (including Postcode):	
Home Email:	
Home Phone:	
Your Job Title:	
Date Employment Started:	
Work Address Including Postcode):	
Work Email:	
Your Training Provider (e.g. college name):	

### Section 3: INDIVIDUAL REQUIREMENTS / REASONABLE ADJUSTMENTS

If you have a learning or physical disability or difficulty (for example dyslexia) or a temporary condition including pregnancy, you can apply for special arrangements for your End Point Assessment. Please provide details in the box below. Use this opportunity to tell us how you think we can help make your EPA interview an enjoyable experience.

See our [reasonable adjustments policy](#) for further information.

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**Please note:** We cannot take your individual requirements into account if you tell us after the End Point Assessment has taken place.

### SECTION 4: YOUR SPONSOR - ALL sections MUST be completed:

#### Sponsor

As a sponsor, I confirm that I am a member of CIHT, am an Engineering Council registrant. I also confirm that I am a suitably experienced senior individual who has knowledge of the applicant's work and the requirements of EngTech professional registration, as set out in the UK Standard for Professional Engineering Competence (UK-SPEC).

Title	
First Name	
Last Name	
Date of Birth DD/MM/YYYY	
Home Address (including Postcode)	
Home Email	
Your Job Title	
Employer	
CIHT Membership Number (if applicable)	
Engineering Council Registration	
Other professional registration(s)	
Signature	
Date	

#### CIHT Privacy Policy

CIHT respects your privacy and is committed to protecting your personal data. Our Privacy Policy explains how CIHT collects and processes your personal data. It is important that you read the Privacy Policy so that you are fully aware of how and why we are using your data. The policy can be found at [www.ciht.org.uk/privacy](http://www.ciht.org.uk/privacy)

# Assessment Method 2 (AM2)

## Professional Discussion Supported by Portfolio of Evidence

There are **THREE** sections to this form. ALL sections must be completed in full.

### SECTION 1. Portfolio of Evidence (Gateway Requirement)

Please create and retain a Portfolio of Evidence (PoE) that demonstrates that you meet Knowledge, Skills and Behaviors within the assessment plan and the EngTech competence requirements as set out in the Engineering Council document UK Specification for Professional Engineering Competence (UK-SPEC). The content of the PoE will be reviewed by the EPA assessors prior to the Professional Discussion.

Although the PoE itself is not assessed, the PoE forms the basis of the Professional Discussion portion of your EPA Interview (Assessment Method 2) and enables the assessors to create bespoke questions for this assessment method within your interview.

Evidence in the PoE can be based on many aspects of your work experience, but each piece of evidence must relate to one 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

#### For more information:

For more information on the creation and requirements of the Portfolio of Evidence, please see pages 4 & 5 of the complete [Transport Planning Technician Apprenticeship Full Guidance notes](#)

### SECTION 2: Your declaration (Apprentice)

By signing this, you declare that the information in your application is complete and correct. Once completed, **please return this application form to your learning provider**

1. I have informed CIHT of any reasonable adjustments I require to my assessment
2. I have submitted a Portfolio of Evidence, a CPD record and all other required gateway documentation to my learning provider
3. I have read the Privacy Policy and understand my rights relating to personal data. I agree to CIHT holding my personal data and using it for the purposes set out in the policy.
4. I understand that, if my End Point Assessment is successful, I will be put forward for registration with the Engineering Council as an Engineering Technician and my CIHT membership will be transferred to the appropriate grade. I will continue to abide by CIHT's Royal Charter and Bye Laws and the Code of Professional Conduct.

<b>Apprentice Signature:</b>	<b>Date:</b>
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**SECTION 3: CONTINUING PROFESSIONAL DEVELOPMENT (CPD)**

You should read the CIHT CPD policy before completing this section [www.ciht.org.uk/cpd](http://www.ciht.org.uk/cpd)

Please provide evidence of any CPD that you have undertaken in the past 24 Months.

Your CPD record is a way of showing that you have been building on the skills and knowledge that you have gained through your apprenticeship training with other learning, for example supplementary reading, self-study, technical meetings, shadowing of work colleagues.

Please list any CPD activities that you have undertaken during your apprenticeship in the table below, giving a brief description of what you learned from each activity. The information you provide will strengthen your application.

**CPD RECORD**

<b>DATE</b>	<b>PLAN</b> What did I aim to learn?	<b>ACT</b> Details of CPD Activity (What/Where?)	<b>RECORD</b> Number of CPD Hours	<b>REFLECT</b> Knowledge/skills gained/applied

Please continue onto following page if necessary