

Assessment Plan

Summary

Transport Planning Technicians provide technical support to professional transport planners in the preparation, assessment and implementation of policies, plans and projects to manage and improve local, regional, national and international transport systems, services and their connections with land use planning to support economic growth, protect the environment and support social cohesion. All Transport Planning Technicians will have a broad skills base, however, it is likely that some technicians may specialise in a particular element. This breadth of skills reflects that of professional transport planners, who come from a wide variety of backgrounds including mathematics, engineering and the social sciences. Transport Planning Technicians work both for public sector authorities and private sector companies.

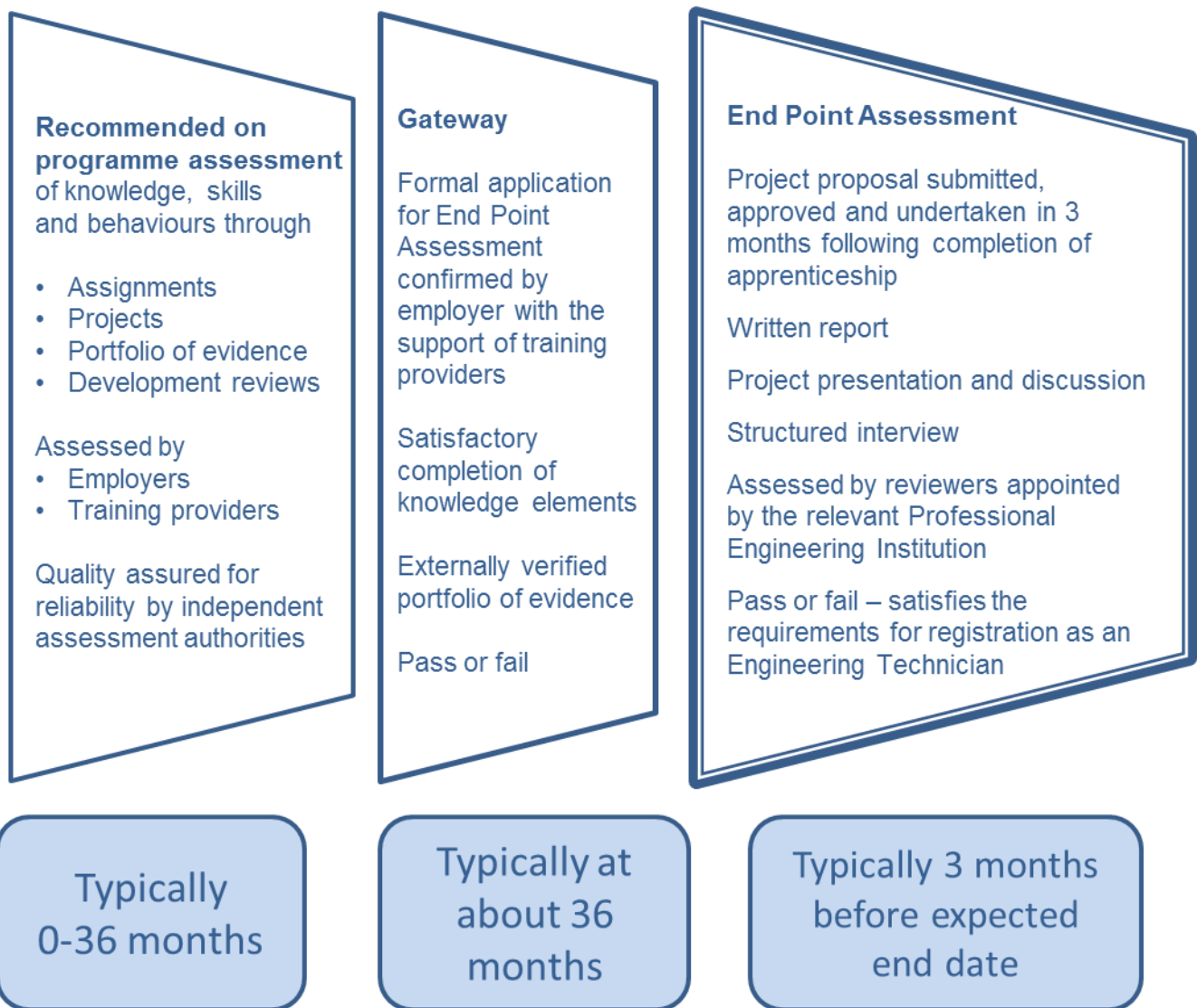
The Transport Planning Technician Apprenticeship provides an integrated programme of knowledge and skills acquisition alongside developing confidence and maturity. Successful achievement of the Apprenticeship Standard demonstrates that the apprentice has the skills knowledge and behaviours to work competently as a transport planning technician.

This assessment plan will ensure that candidates can progress towards the achievement of Engineering Technician registration with the relevant Professional Engineering Institution as the first step in a career as a Transport Planner. Engineering Technician is an internationally recognised benchmark of competence with associated post nominal - EngTech.

The end point assessment will be in two stages:-

- A project undertaken in the final 3 months of the apprenticeship which demonstrates the apprentice's ability to integrate the high level knowledge, skills and behaviours set out in the Apprenticeship Standard. An outline of the proposed project will be submitted for approval at the same time as the formal application signed by the employer and, where appropriate, the training provider.
- A face to face interview which will consist of;
 - A short presentation and discussion of the project, and
 - A structured interview supported by a written report demonstrating the apprentice's ability to integrate the knowledge, skills and behaviours acquired during the apprenticeship and submitted prior to the interview.

The assessment will satisfy the requirements for registration as an Engineering Technician by the relevant Professional Engineering Institution. The structured interview will be carried out by at least two transport planners nominated by the relevant Professional Engineering Institution. Benchmarking the end point assessment against the Engineering Council UKSPEC requirements for EngTech means that the assessment outcomes will be consistent and reliable, allowing a fair and proper comparison between apprentices employed across the UK in different types and sizes of organisations.



Assessment Overview				
Assessment method	Area Assessed	Assessed by	Grading	Weighting
Project	Apprentice can demonstrate the ability to integrate high level knowledge, skills and behaviours from across the Standard	Reviewers appointed by the relevant Professional Engineering Institution	N/A	N/A
Written report				
Presentation				
Structured interview				
Recommended on programme assessment				
The apprentices will demonstrate their progress through a combination of written/on-line examinations, assignments, documented development reviews with experienced professionals, completion of work based projects, and the maintenance of a portfolio of evidence. These will be supervised by in-company mentors and tested by external assessors and verifiers.				

Assessment Gateway

The apprentice will need to demonstrate that they have successfully completed all aspects of their apprenticeship before they are able to undertake the end point assessment. Once satisfied that the apprentice is ready to undertake the End Point Assessment the employer, with the support of the training provider if appropriate, will submit a formal application to the relevant Professional Engineering Institution. Without this formal application any submitted end point assessment will be considered to be invalid.

End point assessment

What will be assessed

The apprentice will be expected to demonstrate through a project, presentation, written report and structured interview that they have acquired the knowledge, skills and behaviours as described by the high level statements in the Standard and can, through their integration, competently undertake the role of a Transport Planning Technician.

How will it be assessed

The assessment will be in two stages

- **STAGE 1 –**

Project

As part of the formal application to the Professional Engineering Institution for the End Point Assessment the apprentice will submit the outline of a project which will take up to 3 months to complete and demonstrate how the knowledge, skills and behaviours acquired during the apprenticeship can be brought together to solve a problem. Once the outline has been approved the apprentice will undertake the project and produce a Presentation Pack setting out how they went about the project, any obstacles they needed to overcome, and the knowledge, skills and behaviours they needed to apply to complete it.

Written report – the instructions to the apprentice will be to

- Give up to 3 examples of tasks undertaken in the course of your apprenticeship where you solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used. Tell us about any scientific, technical or engineering principles you used and how you reported or made recommendations on what you did to your employer or other people involved such as clients or suppliers. Include anything you did to ensure the safety of people, equipment or data.
- Give up to 3 examples of how you have identified, planned, and organised the resources needed to effectively complete a project or task, explaining how you took into consideration cost, quality, safety and any environmental impact. Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome.
- Give examples of how you have complied with the Professional Engineering Institution's Code of Conduct, how you keep in touch with developments in your technical area and how you have continued to develop your knowledge and skills.

The Written Report will be assessed by a registered member of a Professional Engineering Institution (EngTech, IEng or CEng) who works with the apprentices and will verify that the work

described has been carried out by the apprentice.

The Project Presentation Pack and Written Report will be submitted to the Review Panel at least three weeks ahead of the date of the interview.

• **STAGE 2 –**

A face to face interview

The purpose of each stage of the interview session will be to enable the apprentice to showcase how they have combined their knowledge, skills and behaviours in order to carry out their role as a Transport Planning Technician. The apprentice will be expected to discuss their role in completing the work, what barriers they had to overcome etc. It is a rigorous review and assesses that the apprentice is;

- competent to work as a Transport Planning Technician; and
- satisfies the requirements for registration as an Engineering Technician.

The interview will consist of a:-

Presentation – the apprentice will give a short presentation on the project they have undertaken setting out how they went about the project, any barriers they needed to overcome, and the knowledge, skills and behaviours they needed to apply to complete it. This will be followed by a discussion with the panel to clarify and expand on the presentation. The purpose of the Project and Presentation is to assess the apprentice’s ability to design and deliver a complete project and then give a clear and concise presentation as would be necessary for a client.

Structured discussion is based on the written report, described earlier, and used to explore areas that the reviewers consider need further investigation in order that they can assure themselves that the apprentice has the competence to work as a Transport Planning Technician.

What will apprentice have to do?

- Submit an outline of the proposed project for approval
- Carry out the project
- Produce a Project Presentation Pack
- Submit a Written Report on work carried out during the apprenticeship.
- Attend an interview
 - Make a project presentation
 - Take part in a structured discussion

Where will the assessment take place?

The structured interviews will be set up by the relevant Professional Engineering Institution on a regional basis.

Who

Who will carry out assessment and who will be on the Register?

The assessment of the portfolio and the structured interview will be carried out by at least two professionally qualified Transport Planners appointed by the relevant Professional Engineering Institution.

The Professional Engineering Institution will be on the RoAAO (Register of Apprentice Assessment Organisations).

How will the panel work and who will have the casting vote?

The review panel will be appointed by the relevant Professional Engineering Institution.

The Presentation Pack and Written Reports submitted by the apprentice will be checked by Professional Engineering Institution staff to ensure that all is in order before they are passed onto the review panel

members for them to study ahead of the interview.
 The review panel members will consider the submitted documents and agree between themselves on the areas to be covered in the interview.
 Each reviewer will complete a Reviewer Report Form. At the conclusion of the interview the Lead reviewer will complete a fresh Reviewer Report Form in consultation with their fellow reviewer. Reviewers will be required to indicate on this form their agreed assessment in each of the areas listed and their overall recommendation. Should the reviewers not be able to agree then the matter will be referred back to the Professional Engineering Institution for further moderation.

Minimum requirements for assessors
 The reviewers will be professionally qualified members of the relevant Professional Engineering Institution and will have undertaken the relevant training as required by their Professional Engineering Institution and subject to the Professional Engineering Institution’s quality assurance process. This is a tried and tested process within the Professional Engineering Institutions which are licensed by the Engineering Council, the UK regulatory body for the engineering profession.

Final judgement

Who makes the final decision about whether the apprentice has passed?
 The relevant Professional Engineering Institution.
Who is on the RoAAO?
 The relevant Professional Engineering Institution

Independence

Who is providing the independent End Point Assessment?
 The Professional Engineering Institution will coordinate the entire End Point Assessment process completely independently of the employer and any training providers. The reviewers appointed to carry out the structured interview will not be from the apprentice’s employer or related to the apprentice in any other way.
How is this deliverable for all employers?
 The regional arrangements will ensure that all apprentices are within reasonable travelling distance of the venue for the structured interview.

Summary of roles and responsibilities

Employers/Training Providers/Assessment Organisation
 Employers and, where appropriate, training providers will submit the formal application for the End Point Assessment once the apprentice has successfully completed all aspects of their apprenticeship programme.
 The Professional Engineering Institution will be responsible for coordinating the entire End Point Assessment completely independent of the employer and training provider. This includes

- The recruitment and training of reviewers
- Administration associated with the carrying out of the End Point Assessment
- The End Point Assessment itself
- Quality control of the review process
- Dealing with any issues or appeals that arise
- Applying for the apprenticeship completion certificate.

Quality Assurance - internal

The appointment and training of Professional Engineering Institution EngTech reviewers is a rigorous process. Following appointment and training new reviewers are teamed with experienced reviewers until such point as they are deemed to be fully competent to carry out the role.
 The Professional Engineering Institution has an established panel responsible for monitoring the quality of

the organisation’s review processes. The panel will review all aspects of the review process. In particular it will review one in ten of the applications for End Point Assessments and will sit in as observers on the interviews and sample apprentice presentations, written reports and reviewer report forms.

All of the above is set out in the *Guidance for Reviewers* which is attached to this Assessment Plan.

Quality Assurance - external

We are investigating options for External Quality Assurance with the Engineering Council and the Assessment Plan will be updated once those arrangements are confirmed.

End point Grading

A grading exemption has been agreed for the Transport Planning Technician Apprenticeship.

Implementation

Affordability

The cost of the End Point Assessment is the cost of

- Logging applications for end point assessment and approval of project outlines
- Setting up the interview and appointment of reviewers
- Venue costs
- Reviewer costs (reading written submission, carrying out interview and writing up report)
- Quality assurance to ensure consistency and rigour
- External quality assurance payment
- General administration of the process

This is estimated to be of the order of 4% of the total cost of the apprenticeship.

Professional body recognition

This is embedded in the process – the End Point Assessment will be carried out by the relevant Professional Engineering Institution and the outcome is that the apprentice has satisfied the requirements to be registered as an Engineering Technician.

Consistent

Benchmarking the end point assessment against the Engineering Council UKSPEC requirements for EngTech and the internal and external quality assurance processes mean that the assessment outcomes will be consistent and reliable, allowing a fair and proper comparison between apprentices employed in different types and sizes of organisations.

Volumes

In the first year of delivery – September 2016 - it is estimated that 45 apprentices will be starting on the programme. It is anticipated that this will rise to a figure of approximately 100 apprentices a year in future years.