**Transport Planning Technician Apprenticeship**

**TPS End-point Assessment Project Submission Form**

***Technical Project Title:***

**SECTION 1 - TO BE COMPLETED BY THE EMPLOYER**

|  |  |
| --- | --- |
| Apprentice’s name: |  |
| Position held: |  |
| Your name: |  |
| Employer name: |  |
| Employer address: |  |
| Email: |  |
| Telephone number: |  |
| I can confirm that in consultation with the training provider the above-named apprentice has demonstrated satisfactory completion of all aspects of the knowledge, skills and behaviours for the Transport Planning Technician Apprenticeship allocated to **Assessment Method 1 (listed at the end of this form)** and is ready to submit their project report, prepare a summary presentation and undertake their End-point assessment. | |
| Signature: Date: | |

**SECTION 2 - TO BE COMPLETED BY THE APPRENTICE**

|  |  |
| --- | --- |
| Title: |  |
| Full Name |  |
| Unique Learner no. |  |
| Professional Body no. |  |
| Home address (including postcode): |  |
| Email: |  |
| Telephone number: |  |
| Your Training provider: |  |
| I confirm that the project report I am submitting is my own work apart from guidance given to me by my training provider and the above-named employer. Any contributions from other sources, including AI are clearly identified within the report. I am ready to prepare for and undertake the Assessment Method 1 End-point assessment | |
| Signature: Date: | |

|  |  |  |
| --- | --- | --- |
| **KSB code** | **KSB statement** | **Assessment Method (AM)** |
| **Knowledge** | | |
| K1 | Principles and processes used for the design, assessment and appraisal of transport planning, underpinned by appropriate analytical, scientific and technical knowledge and understanding. | AM 1 /  Technical Project |
| K2 | National, regional and local policies, transport regulations and planning acts, and how they interface with each other. | AM 1 /  Technical Project |
| K3 | Key principles, techniques and methods of data collection, analysis and evaluation used in the delivery of transport planning solutions. | AM 1 /  Technical Project |
| K7 | Statutory health and safety policies, procedures and regulations that must be adhered to in the transport planning environment. | AM 1 /  Technical Project |
| K9 | Principles of sustainable development as applied to transport and travel planning. | AM 1 /  Technical Project |
| **Skills** | | |
| S1 | Apply principles and processes of transport planning including analytical, scientific and technical know-how to transport planning solutions. | AM 1 /  Technical Project |
| S2 | Use national, regional and local policies, transport or planning regulations when contributing to, or appraising, transport planning solutions or improving transport systems and services. | AM 1 /  Technical Project |
| S3 | Apply key principles, techniques and methods of data collection, analysis and evaluation to support the planning, design, implementation or assessment of transport planning solutions. | AM 1 /  Technical Project |
| S4 | Plan and carry out data collection, analysis, evaluation, and report the outputs through appropriate means using relevant conventions and terminology. | AM 1 /  Technical Project |
| S8 | Support and contribute to the production of transport planning solutions with consideration for economic, security, cultural and societal, well-being, and the environment. | AM 1 /  Technical Project |
| S11 | Communicate using appropriate methods for the audience incorporating relevant and appropriate terms, standards and data. | AM 1 /  Technical Project |
| S12 | Apply sustainable and ethical principles to planning for transport and travel.  12a. Apply sustainable principles to planning for transport and travel.  12b. Apply ethical principles to planning for transport and travel. | AM 1 /  Technical Project (a)  AM 2 / Professional Discussion (b) |
| **Behaviours** | | |
| B1 | Complies with statutory and industry regulations and policies. | AM 1 /  Technical Project |
| B3 | Applies a structured approach to problem solving with attention to detail, accuracy and diligence. | AM 1 /  Technical Project |
| B5 | Acts professionally with a positive and respectful attitude; can reflect on own learning, is receptive to constructive feedback and resilient when facing challenge. | AM 1 /  Technical Project |

TPS January 2025