**Transport Planning Technician Apprenticeship**

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

**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 2 (listed at the end of this form)** and is ready to submit their portfolio 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 portfolio 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 2 End Point Assessment with TPS. |
| Signature: Date: |

|  |  |  |
| --- | --- | --- |
| **KSB code** | **KSB statement**  | **Assessment Method (AM)** |
| **Knowledge** |
| K4  | Transport models and forecasting techniques, using computer-based software system/packages, and their use in the sector for assessment and appraisal. | AM 2 / Professional Discussion |
| K5  | The various modes of transport and travel, including an awareness of travel behaviours and the demand drivers and factors that affect choice. | AM 2 / Professional Discussion |
| K6  | Techniques for, and interpretation of, stakeholder engagement and public consultation used within transport and travel planning. | AM 2 / Professional Discussion |
| K8  | Project management, quality assurance systems and continuous improvement as applied to transport planning. | AM 2 / Professional Discussion |
| K10 | Ethical principles as applied to transport planning.  | AM 2 / Professional Discussion |
| K11  | The values and standards by which they record and maintain their professional conduct and technical knowledge and skills through CPD.  | AM 2 / Professional Discussion |
| **Skills** |
| S5  | Use models to forecast demand using appropriate software packages for data gathering and analysis. | AM 2 / Professional Discussion |
| S6  | Apply techniques and processes for design, delivery and interpretation of stakeholder or community engagement or public consultation activities.  | AM 2 / Professional Discussion |
| S7  | Apply document control processes and procedures using the approved processes, maintaining quality compliance when creating or amending transport planning or design documentation. | AM 2 / Professional Discussion |
| S9  | Plan, carry out and manage own work, recognising the wider implications to others, such as client, customer or end-user needs, and within cost and resource limitations. | AM 2 / Professional Discussion |
| S10  | Apply statutory health and safety policies and procedures in the transport planning environment, using risk assessment processes, procedures and documentation. | AM 2 / Professional Discussion |
| 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) |
| S13  | Plan, undertake, record and review their own professional competence, regularly updating their CPD to improve performance. | AM 2 / Professional Discussion |
| **Behaviours** |
| B2  | Works independently, operating in a systematic, proactive and transparent way, knowing their limitations and when to ask for support or escalate. | AM 2 / Professional Discussion |
| B4  | Is motivated when collaborating in teams and with other stakeholders, offering sensible challenge, reflects on and provides constructive feedback and contributes to discussions.  | AM 2 / Professional Discussion |
| B6  | Maintains professional and ethical working relationships with internal, external and connected stakeholders, recognising the importance of equality, diversity and inclusion.  | AM 2 / Professional Discussion |
| B7  | Takes responsibility for their own professional development, seeking opportunities to enhance their knowledge, skills and experience. | AM 2 / Professional Discussion |

TPS January 2025