

TPTA Standard V2 - Revised CIHT EPA Process

The Portfolio of Evidence must (as a minimum requirement) contain 10 - 12 pieces of evidence of competence mapped to the EngTech KSB's. Suggested subjects include: **Transport planning modelling, Influencing travel behaviours, Stakeholder or community engagement, Utilisation of quality assurance systems, and Personal and professional practice and development**

CIHT will only permit the Apprentice access to Gateway, following receipt of evidence of Competence, e.g. Pearson B-Tech certificate, employer & training provider letters of approval, Portfolio of Evidence, employer sign off sheet (competencies)

**Total EPA Process Length
4 Months**

The EPA Interview will take place up to 6 weeks after the Presentation and supporting documents are submitted. All documentation related to the Project (report and presentation), must be submitted by the Apprentice, **a minimum of 15 days before the interview**, to allow the assessors to review it

The EPA Assessors will ask the Apprentice a minimum of 10 questions from a Question Bank. A minimum of 5 during the Project presentation and a minimum of 5 during the Professional Discussion

Gateway

Apprentice successfully completes Level 2 Maths, English, Pearson BTEC & their Portfolio of Evidence

Apprentice Confirmed as Competent by Employer with the support of the Learning Provider

Apprentice submits all Gateway evidence to the learning provider for upload to ACE360

CIHT ensures evidence has been submitted correctly and in full, then grants Apprentice access to Gateway

The apprentices Technical Project Report & Presentation will be based on the Technical Project Brief issued to them by CIHT. The Project used must not be one of the projects included in the Apprentices Portfolio of Evidence

Project Brief Issued

After entering gateway, CIHT issues the Technical Project Brief to the Apprentice (within 3 weeks)

The Technical Project Report & Presentation must be submitted to CIHT **within a maximum of 40 working days of the Technical Project Brief being issued by CIHT**. The Project should take the Apprentice between 25 – 30 hours to complete over a **maximum period of 6 working weeks**. The Project Report will consist of a 2500-word report (with any additional evidence) and a 10-minute presentation, explaining how they went about their project, what data was used, how they analyzed it, summarizing the techniques & criteria used, and presenting a summary of the outcomes produced. Presentation = 10 mins, followed by 20 mins questions

Project Report & Presentation Submission

Apprentice completes and submits their Project Report and Presentation (based on the Technical Project Brief) with supporting evidence within a MAXIMUM 40 working day day period

CIHT provides their Assessors with a copy of the Project Report, the Presentation and the Portfolio of Evidence

The EPA Assessors have a MAXIMUM of 3 weeks to devise questions based on the Technical Project Report, the Presentation and the Portfolio of Evidence

CIHT arranges EPA Interview, confirming the date to the Assessors and the Apprentice

Project Presentation and Professional Discussion

Assessment Method 1: The apprentice carries out the formal Project Presentation which is followed by questioning which combined takes 30 minutes to complete. This is typically a 10-minute Presentation with a 20-minute questions and answers session with the Reviewers

Assessment Method 2: The Professional Discussion is 40 minutes long and is based on the Portfolio of Evidence

CIHT Provides EPA Results

Following the EPA, the Reviewers need 3 weeks for deliberation before the EPA results can be given to the Apprentice. Certificates of completion follow 6 - 10 weeks later

For EngTech confirmation, it can take up to 12 weeks to be confirmed by CIHT's Professional Standards Panel, apprentices can be awarded a Pass, a Fail, or a Distinction