

TRANSPORT PLANNING TECHNICIAN APPRENTICESHIP *Guide*



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EMPLOYER CONSORTIUM

SUE PERCY

CHARTERED INSTITUTION OF HIGHWAYS & TRANSPORTATION (CIHT)

Chief Executive



The Chartered Institution of Highways & Transportation (CIHT) is collaborating with employers and the government to address the skills shortages currently facing the transport infrastructure sector. We strongly believe that encouraging more people to consider a career in highways and transportation is a must and apprenticeships are a key way of achieving this aim.

Recently the government reformed the way that apprenticeships are designed, included in the reforms was a trailblazer programme

for a Level 3 Transport Planning Technician Apprenticeship. This new apprenticeship standard has been designed by an employer consortium with full support from the CIHT, the Transport Planning Society (TPS) and Pearsons.

The apprenticeship offers challenging and ambitious programme of academic study and work based skills development, covering all stages of a transport project from planning and design to implementation.

STEPHEN BENNETT

URBAN MOVEMENT

Chair of the Transport Planning Society



The Transport Planning Society is committed to supporting the continued development of this apprenticeship and we actively promote the professional benefits to our members and beyond.

The apprenticeship is a challenging and ambitious programme of academic study and work based skills development aimed at attracting talented young people into a career as a transport planner.

It will provide an excellent grounding for anyone, whatever their background, entering the profession, and leads directly into the industry standard TPS Professional Development Scheme, which provides the next step for those who are keen to progress towards a professional qualification as part of their longer term career plan.

ALLISON PARR

TRANSPORT FOR LONDON

Chair of the Employer Working Group



Transport for London is proud to have been a key player in establishing and delivering the Transport Planning apprenticeship, and I am honoured to have been asked to chair the Employer Working Group, which brings together all the stakeholders involved in delivering this exciting and much-needed standard.

Having our training providers, employers and representatives from awarding bodies and professional

associations together under one roof has allowed us to collaboratively solve issues and share best practice, and the results – in terms of student satisfaction – speak for themselves.

We look forward to a continued and fruitful relationship at this very interesting time in the field, when Transport Planning, public health and our relationship to the very world around us are intertwined as never before.



As the facilitator for the trailblazer working group it is great to see all the hard work done by the consortium with Leeds College of Building in developing and delivering an outstanding apprenticeship for transport planning.

Continuing the hard work, the trailblazer group has embarked upon the journey to design and develop further apprenticeships in transport planning, allowing employers to further address their skills needs whilst offering apprentices a

progression route to higher levels and a professional career in the industry.

Many of the companies who took part in the development of the apprenticeship are also members of the TAC which has recruited and trained over 1500 technician apprentices in railway engineering design, civil and building services engineering and more recently launched degree apprenticeships in the sector.



Leeds College of Building is unique, we are the only further education college in the UK dedicated to construction and the built environment, making us nationally recognised for delivering courses and apprenticeships in this field. As lead provider, we have successfully delivered the Transport Planning Technician Apprenticeship since it was launched in 2016.

As a College, we have built our reputation on the commitment of our

staff and students. We work with employers to ensure apprenticeship training is aligned to industry needs and our professional and technical apprenticeship achievement rates are at 80%, putting us amongst the top providers in the UK.

These apprentices are pioneers, helping to shape their industry, gaining experience with some of the top organisations in the UK.

WHAT SUPPORT DO WE OFFER TO EMPLOYERS?

- A recruitment service to help you find apprentices
- Management and co-ordination of financial arrangements for levy and non-levy payers
- Apprentice registration with Pearson and the Independent Assessment Authority
- Employer access to the e-portfolio system
- Help sourcing accommodation for apprentices
- Development and coordination of training resources

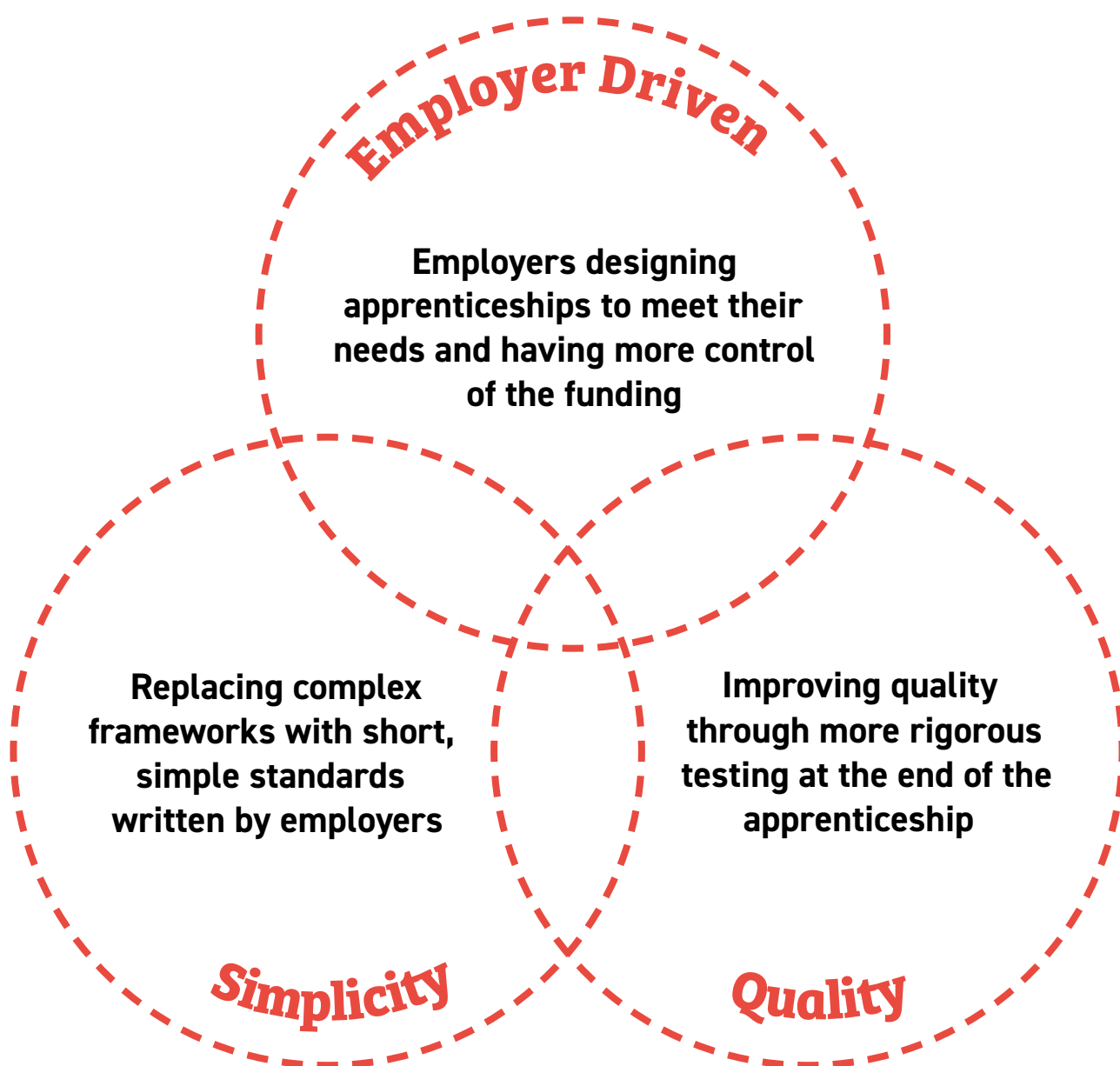
WHAT IS AN APPRENTICESHIP?

An apprenticeship combines college study with workplace learning, it offers a different route into technical and professional roles, traditionally filled by graduates.

The UK Government reformed the way apprenticeships are designed, funded and delivered to ensure the training that apprentices receive is rigorous and responsive to employers' needs.

At the core of the apprenticeship reform is a new apprenticeship standard and an assessment plan, each standard sets out the technical knowledge, skills and behaviours that would be expected of someone working in a particular occupation once they are qualified.

The assessment plan sets out the arrangements for the end-point assessment which requires the apprentice to identify and use effectively in an integrated way an appropriate selection of skills, techniques, concepts, theories and knowledge from across their training.



THE APPRENTICESHIP: TRANSPORT PLANNING TECHNICIAN



OVERVIEW

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.

Transport planners come from a wide variety of backgrounds including mathematics, engineering and social sciences and work both for public sector authorities and private sector companies.



THE QUALIFICATION

This is a BTEC Level 3 Advanced Apprenticeship and on entry candidates will typically have at least 5 GCSEs at Grades 9-4 (A*-C) including English and mathematics.

On successful completion of the apprenticeship and the end point assessment, the apprentice will have satisfied the requirements for registration as an Engineering Technician (EngTech). It is also mapped to the Transport Planning Society's Professional Development requirements offering apprentices the opportunity to access a work-based route to a career as a professional transport planner.



DURATION

The typical duration is between 24-36 months and is delivered as a block release programme, with an end-point assessment.

KNOWLEDGE, SKILLS AND BEHAVIOUR

On successful completion of the apprenticeship, the apprentice will know:

- The policy, legal and regulatory context within which transport planners work
- The collection and analysis of data
- Transport and traffic models, forecasting and the principal analytical methods and software packages in general use
- The assessment of transport and traffic policies, plans and projects
- Techniques for and interpretation of stakeholder and public engagement in the development and assessment of transport and traffic policies, plans and projects
- How to work effectively and contribute to transport planning by the correct use of resources and time
- How to communicate effectively and contribute to discussions
- The corporate policies of the organisations with which they work as well as the code of conduct of the relevant professional body
- Safe working practices and how to comply with them
- Their own contribution to sustainable development, including economic, environmental and social wellbeing
- Maintaining their own skills base and learning to increase competence

ASSESSMENT OVERVIEW

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.

The assessment plan will ensure that candidates can progress towards the achievement of EngTech registration which is the first step in a career as a transport planner.

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 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. This will demonstrate the apprentice's ability to integrate the knowledge, skills and behaviors acquired during the apprenticeship and submitted prior to the interview.

The assessment will satisfy the requirements for registration as an EngTech by the Chartered Institution of Highways & Transportation. The structured interview will be carried out by at least two transport planners nominated by the Chartered Institution of Highways & Transportation. Benchmarking the end-point assessment against the Engineering Council UKSPEC requirements for EngTech means the assessment outcomes will be consistent and reliable, allowing a fair and proper comparison between apprentices employed across diverse organisations.



LEEDS COLLEGE OF BUILDING INFORMATION



DELIVERY PLAN

The apprenticeship will be a mix of block release delivery based at the College and the development of knowledge and skills in the workplace. A timetable will be provided at the start of each academic year.

The key elements of the delivery plan are:

- A week long induction programme
- Delivery of the level 3 diploma and the knowledge components, supported by work based assignments and evidence gathering (see appendix 1)
- A portfolio of evidence which will capture the acquisition of knowledge and skills in the workplace. Progress with both the diploma and skills portfolio will be closely monitored by College assessors
- in collaboration with the apprentice's line manager and/or mentor. External verification of both diploma and skills portfolio will be carried out by Pearson. Evidence gathering which will be monitored and recorded via OneFile (refer to FAQs for OneFile information).
- The end-point assessment which will be carried out by the Chartered Institution of Highways & Transportation.



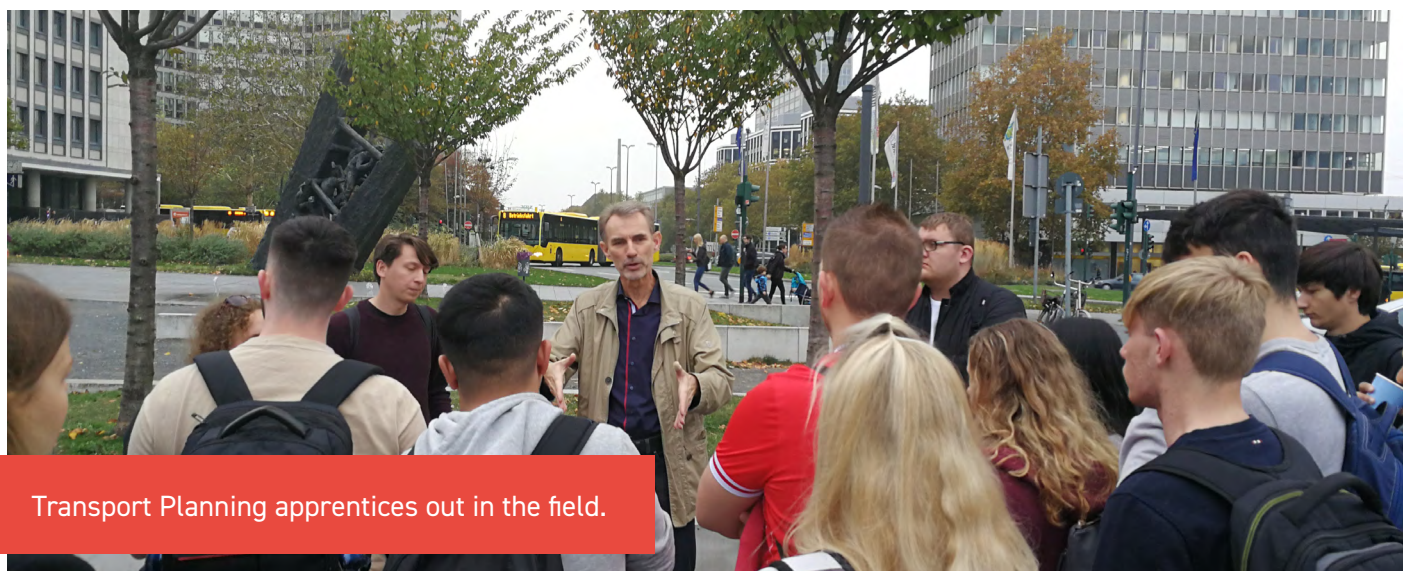
ACCOMMODATION & SAFEGUARDING

Leeds College of Building has a 'Code of Practice for the Management of Student Accommodation' which is compliant with best practice within the education sector and Ofsted accommodation requirements.

All employers will be asked to sign up to the Code of Practice and all learners will be required to sign (and their parents where apprentices are aged under 18) the related Student Code of Conduct Behaviour Agreement.

The college has rigorous safeguarding policies for those aged under 18 and over.

Further information is provided in the Accommodation Policy and Incorporated Risk Assessments which will be provided for employers who require accommodation for their apprentices.



Transport Planning apprentices out in the field.



LEVY AND NON LEVY PAYERS

All employers with an annual wage bill of over £3million pay the apprenticeship levy. The levy is used by the government to fund the development and delivery of apprenticeships. Employers fall into one of two categories; levy-payer and non-levy payer.

Non-Levy Payer

Non-levy paying employers will share the cost of training and assessing their apprentices with the government - this is called 'co-investment'. Prior to March 2019 the non-levy contribution was 10%. For apprenticeship starts after 1st April 2019, the contribution required by employers is 5%, the government will pay the remaining 95%, up to the funding band maximum.

If you employ a 16-18 year old and have less than 50 employees your contribution will be £0 – so the training will be free.

Levy-Payer

If you have a wage bill over £3million you will be classed as a levy-payer and will contribute 0.5% of your wage bill, less an allowance of £15,000.

The wage bill includes all earnings that are subject to class 1 National Insurance contributions, such as wages, bonuses, commission and pension contributions. There is a levy allowance of £15,000 per year. This means the total you will pay is 0.5% of your wage bill less £15,000.

If you do not have enough funds in your levy pot to contribute towards the cost of training, the balance will be co-funded by the government, and you will contribute 5% of the balance.

If you recruit an apprentice aged 16-18 the following process applies:

- LCB will work with levy paying and non-levy paying employers to establish the correct funding and fees
- Employers with less than 50 employees will not contribute to any fees as the training is fully funded
- Non-levy paying employers with more than 49 employees make a contribution of £300 at the start of year 1 and a further £300 at the start of year 2
- For levy-paying companies we can provide guidance on how to use the apprenticeship service to access your levy payments and pay for training
- If an employer has less than 50 employees the employer will receive a £500 incentive 3 months from the start of the course and a further £500 in year 2

If you recruit an apprentice aged 19+ the following process applies:

- LCB will work with levy paying and non-levy paying employers to establish the correct funding and fees
- Non-levy paying employers with more than 49 employees make a contribution of £300 at the start of year 1 and a further £300 at the start of year 2
- For levy-paying companies we can provide guidance on how to use the apprenticeship service to access your levy payments and pay for training

FREQUENTLY ASKED QUESTIONS

Who should I contact if I have any questions or require further information?

Please contact Sarah Carter, Transport Planning Project Manager at the College on the contact details given at the end of this pack.

What are the arrangements for keeping the company informed of the apprentice's progress?

Line managers and any other requested individuals can be copied into individualised feedback given by the Project Manager at the end of each block attendance (or sooner should a cause for concern arise). Bespoke face-to-face meetings can also be arranged to cover apprentice progression.

Line managers with viewing rights to OneFile (the electronic e-portfolio) will be able to view apprentice Skills Assessment progress at any time. They will also be asked to sit in on termly assessor visits to review, assess and target set for the next visit meetings. These will be arranged in advance at mutually convenient times between the assessor, line manager and apprentice.

What are the arrangements if an apprentice is taken ill whilst on block release?

The apprentices' Line Manager will be informed via telephone or email of any illness which prevents the apprentice from taking part in the teaching block. Where the learner is aged under 18 their parents/guardian would also be informed. Support will then be offered to the apprentice depending on the severity of the illness. This may, though not exclusively cover escorting them to their accommodation to rest and recover or facilitating medical help such as a visit to a pharmacy, doctors appointment or emergency assistance. Sarah Carter is the 24/7 emergency contact for learners whilst in and out of College during their time in Leeds.

How does the invoicing work for the programme and the accommodation?

Course fees will be paid monthly via the DAS levy vouchers. If non-levy paying then invoices for course fees will be raised at the start of each academic year. Accommodation will be invoiced upon booking, in advance of block week attendance to gain the best prices for hotel accommodation. Accommodation is invoiced at £240 per week. Booking frequency will be negotiable with individual organisations.

How do we go about recruiting apprentices for next year and when should we start?

The College's Work Based Learning team are available to assist with recruitment as soon as you wish to go ahead with the programme. It is easier to start earlier in the calendar year (January onwards) for a September start to ensure high quality candidates are attracted to your offer, as increasing numbers of apprenticeship vacancies are advertised annually. Awareness is also raised during National Apprenticeship Week which typically takes place in March. It's never too early to recruit however so speak to Sarah Carter to discuss your individual needs.

What is OneFile?

OneFile's mission is to replace paperwork with technology. They are a well recognised and respected provider of online portfolios and are recognised by Pearson, Edexcel and Ofsted. Apprentices will have their own individualised account and use OneFile to gather their work based competency evidence in one secure, electronic location. Line managers will receive OneFile training as well as receiving their own OneFile log in which will allow them to view their apprentice's portfolio account. This will enable them to better support their apprentice and take an active role in observing progress and supporting successful competency completion.

Apprentices can access OneFile both from a PC, tablet or smartphone and can upload a variety of media such as documents, reports and photographs.

What are the progression options once they have finished the apprenticeship?

Leeds College of Building have worked with the Technical Apprenticeship Consortium to develop a block release transport planning degree apprenticeship. This is currently provided by Aston University.

APPENDIX 1

LEVEL 3 DIPLOMA IN TRANSPORT PLANNING

KNOWLEDGE UNITS

The following knowledge units will be covered:

- UNIT 1** Understanding current national, regional and local transport policies
- UNIT 2** Understanding laws and regulations in transport planning
- UNIT 3** Understanding the use of data and information in transport planning
- UNIT 4** Understanding modelling and analysis techniques in transport planning
- UNIT 5** Understanding appraisal and assessment techniques in transport planning
- UNIT 6** Understanding public consultation and stakeholder engagement in transport planning
- UNIT 7** Understanding transport system and scheme design
- UNIT 8** Principles of changing travel behaviour
- UNIT 9** Understanding communication techniques for transport planning
- UNIT 10** Principles of management of projects, tasks and personal development in transport planning

SKILLS REQUIREMENTS

This is a summary of the skills requirements developed by the consortium, that the apprentice should be able to demonstrate by the end of their apprenticeship, supported by relevant evidence.

SKILL STANDARD 1

A transport planning technician, on completion of the apprenticeship, will be able to use appropriate transport planning techniques and methods to contribute to the preparation, assessment and implementation of policies, plans and projects to manage and improve transport systems and services.

This includes contributing to the analysis of information, the design and delivery of transport surveys, the use of models to forecast demand, the use of transport, economic, environmental, safety and other assessment techniques in the appraisal of policies, plans or schemes, and the design and delivery of effective stakeholder and public engagement activities.

- S1 1** Contribute to the design of transport surveys
- S1 2** Contribute to the delivery of transport surveys
- S1 3** Contribute to the analysis of transport surveys
- S1 4** Contribute to the use of models to analyse and forecast demand
- S1 5** Contribute to the use of transport, economic, environmental, safety and other assessment techniques in the appraisal of policies, plans or schemes
- S1 6** Contribute to the design and delivery of effective stakeholder and public engagement activities

SKILL STANDARD 2

A transport planning technician, on completion of the apprenticeship, will be able to work effectively, using appropriate methods, resources, time and budget for the successful delivery of projects. This includes contributing to the collection, analysis, interpretation, storage and retrieval of transport data, applying suitable transport models, applying appropriate processes for community involvement, public consultation and stakeholder engagement, the design and implementation of travel plans, following technical procedures and working within best and recommended practice.

- S2 1** Work within programme and to budget
- S2 2** Apply suitable transport models
- S2 3** Contribute to the design and implementation of travel plans
- S2 4** Collect, analyse, interpret, store and retrieve transport data
- S2 5** Contribute to the planning and implementation of influencing travel behaviour techniques and travel demand management

SKILLS STANDARD 3

A transport planning technician, on completion of the apprenticeship, will be able to manage their work and maintain the quality of their own work. This includes having a clear understanding of the tasks to be completed and contributing to the preparation, implementation and monitoring of work plans and projects, organising and participating in meetings, scheduling work and managing their time to conform with the overall project plan programme and budget and checking work meets an appropriate level against relevant standards.

- S3 1** Assess the task to be done, plan/schedule work and manage time
- S3 2** Organise, participate in and record meetings
- S3 3** Apply quality assurance procedures against appropriate standards and specifications

SKILL STANDARD 4

A transport planning technician, on completion of the apprenticeship, will be able to communicate effectively in a range of contexts. This includes presenting data, written reports and oral communication using correct terms, standards and formats.

- S4 1** Present information to technical and non-technical audiences
- S4 2** Write technical reports to agreed standards and formats
- S4 3** Produce models and technical specifications to agreed standards and formats
- S4 4** Clearly communicate their ideas and questions verbally using the correct terms

SKILL STANDARD 5

A transport planning technician, on completion of the apprenticeship, will be able to keep themselves and others safe by adhering to safe working practices. This includes the ability to assess risks, follow safe systems of work and adhere to all corporate safety policies.

- S5 1** Conduct risk assessments to accurately identify hazards, assess risks and identify appropriate methods to minimise or eliminate risk
- S5 2** Follow safe systems of work and adhere to all corporate safety policies

SKILL STANDARD 6

A transport planning technician, on completion of the apprenticeship, will be able to maintain their own skills base and learning to develop increasing competence. This includes an ability to continuously assess their own competence against training objectives and identify development needs and compliance with the code of conduct set out by their professional body (CIHT in the case of this apprenticeship).

- S6 1** Evaluate own development needs and set out training action plans
- S6 2** Comply with the code of conduct set out by their institution (CIHT in the case of this apprenticeship)

AWARD WINNERS

130 + apprentices already passed the scheme.

AWARDS

- **Joe Lungley** *Intelligent Transport Systems (UK) Apprentice Essay Writing Award 2019 (1st)*
- **Dan Johnson** *Intelligent Transport Systems (UK) Apprentice Essay Writing Award 2017 (1st)*
- **David Powell** *CIHT Yorkshire & Humber Apprentice of the Year 2019 (1st)*
- **Lynsey Turner** *CIHT Yorkshire & Humber Apprentice of the Year 2019 (Highly Commended)*
- **Erin Ruddy** *CIHT Yorkshire & Humber Apprentice of the Year 2018 (1st)*
- **Jemma Gillman** *The Women In Rail Awards Female Apprentice of the Year 2019*
- **Alyssia Samra** *Asian Apprentice of the Year (Construction Services) 2019 (1st)*



Employers committed to the programme include:

AECOM

ATKINS

ARDENT
CONSULTING ENGINEERS

ARUP



CAPITA

Curtins

Devon
County Council

DERBYSHIRE
County Council

Dorset County Council

ENGIE

EAST RIDING
OF YORKSHIRE COUNCIL

gta
Civils

hs2
engine for growth

JACOBS

Leeds
CITY COUNCIL

Leicestershire
County Council

MAG

MOTT
MACDONALD

Mawdsleys

North Yorkshire
County Council

Stantec

Suffolk
County Council

SYSTRA

TRANSPORT FOR THE
NORTH

TRANSPORT
FOR LONDON
EVERY JOURNEY MATTERS

VIA SOLUTIONS

Wakefield Council

WARRINGTON
Borough Council

West Yorkshire
Combined
Authority

WSP

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