

**Transport Planning Technician Apprenticeship**

**EPA Portfolio of Evidence Template**

**For version 1.1 of the standard**

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# Introduction

This Portfolio of Evidence (PoE) template enables apprentices to collate evidence in the five specific areas that evidence is required against as per the assessment plan. This template has been created in conjunction with the [Transport Planning Technician Apprenticeship standard](https://www.instituteforapprenticeships.org/media/5321/st0336_transport-planning-technician_l3_ap_for-publication-adj-02082021.pdf).

# Evidence Subjects

The evidence provided in the PoE must relate to each of the below 5 areas:

* influencing travel behaviours
* transport planning modelling
* stakeholder or community engagement
* utilisation of quality assurance systems within their work
* personal and professional practice and development

# Types of Portfolio Evidence

As part of the EPA Gateway submission, you are required to submit a PoE based on the Knowledge Skills and Behaviours **(KSBs)** assigned to assessment method 2 within the [Transport Planning Technician assessment plan](https://www.instituteforapprenticeships.org/media/5321/st0336_transport-planning-technician_l3_ap_for-publication-adj-02082021.pdf). Your PoE should show how each piece of evidence demonstrates competence of the KSBs set out in the apprenticeship standard. Any evidence provided must be attributable to you.

**This evidence may include:**

* spreadsheet workings or model outputs
* notes of site visits, minutes of meetings, notes from community engagement
* technical drawings
* CAD/BIM models
* client feedback, witness testimonies, employer/trainer feedback
* training records, appraisal records, training course completion

This list is not definitive and other evidence sources are permissible, but reflective accounts and self-evaluations are not allowed.

# How big should a Portfolio of Evidence be?

The PoE should include **ten to twelve individual pieces** of evidence about work related tasks or projects that the apprentice has been directly involved with. The PoE should contain **no more than 40 pages** of evidence. The evidence provided should be clearly linked to one of the 5 subjects.

# Professional Discussion (AM2)

The Professional Discussion is a two-way discussion which involves both the independent assessors and the apprentice actively listening and participating in a formal conversation. The apprentice will provide detailed evidence to confirm their competency across the KSBs and may use their PoE to support their responses.

# KSB Assignment - Example

All pieces of evidence must be assigned at least one KSB. Please add each piece of evidence to this document to create your Portfolio and when prompted, please add the relevant KSBs to each piece of evidence you provide. See the below evidence **example**

**Example Evidence – Subject Assessment**

This piece of example evidence links to **Subject 4:** Utilisation of Quality Assurance Systems

**Evidence for this subject should demonstrate competence in the following KSBs:**

* **K8:** Project management, quality assurance systems and continuous improvement as applied to transport planning.
* **S7:** Apply document control processes and procedures using the approved processes, maintaining quality compliance when creating or amending transport planning or design documentation.
* **S10:** Apply statutory health and safety policies and procedures in the transport planning environment, using risk assessment processes, procedures and documentation.

**Evidence Piece 1: Health and Safety Security Risk Assessment**

\***Insert** your piece of **evidence** below. For this example, the evidence would be the Risk Assessment (or other piece of evidence that you have chosen to demonstrate your competence against this subject).

**Describe how your evidence demonstrates your competence (Example):**

Whilst working on (project name), there was a business need to go out on site at (XXXXX) and assess the existing physical conditions of transport routes which had been identified for walking and cycling improvements. To ensure my safety and those of my colleagues, I had to determine all the potential hazards that could occur when undertaking this site visit and then name who might be harmed and how. After this, I identified potential control measures to mitigate the potential hazards and reduce the risks.

I then scored each hazard / risk (low, medium, high) based on what I determined was the final risk level and if the risk mitigation measures were in place. Finally, I decided who was responsible for ensuring the mitigation measures were carried out and when they would need to be done by e.g., prior to the site visit or while on site. This process formed the basis of my health and safety security site risk assessment. In line with the quality assurance procedures of my company, the risk assessment was then checked and approved by my manager. Anyone now attending this site must read and absorb the risk assessment.

**Example Evidence relates to the following assessment plan KSB’s:**

**Skills:**

* S7: Apply document control processes and procedures using the approved processes, maintaining quality compliance when creating or amending transport planning or design documentation.
* S10: Apply statutory health and safety policies and procedures in the transport planning environment, using risk assessment processes, procedures, and documentation.

# Portfolio of Evidence

# Apprentice Details

Apprentice Name:

Apprentice Email Address:

Employer Name:

CIHT Membership Number: (if applicable)

# Employer Statement

Employers of apprentices must confirm that all the evidence provided in this PoE is directly attributable to the apprentice. Please confirm in the text box below that the evidence submitted in this PoE is the apprentice’s or is directly attributable to the apprentice.

|  |
| --- |
| I confirm…..  Name Printed:  Signed: |
| Date: |

# Evidence Subjects

The remaining pages below provide you with an opportunity to demonstrate your competence by assigning evidence to the five subject that make up the assessment plan.

The evidence provided in this PoE, must relate to each of the below 5 areas. Please provide at least one piece of evidence per subject, but not more than 12 pieces of evidence in total.

* Subject 1: influencing travel behaviours
* Subject 2: transport planning modelling
* Subject 3: stakeholder or community engagement
* Subject 4: utilisation of quality assurance systems within their work
* Subject 5: personal and professional practice and development

# Subject 1: Influencing travel behaviours

**Evidence for this area should demonstrate competence in the following KSBs:**

**K5:** The various modes of transport and travel, including an awareness of travel behaviours and the demand drivers and factors that affect choice

## Evidence Piece 1: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 1

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

## Evidence Piece 2: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 1

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Please copy and paste if you need to add additional pieces of evidence.

# Subject 2: Transport Planning Modelling

**Evidence for this area should demonstrate competence in the following KSBs:**

**K4:** Transport models and forecasting techniques, using computer-based software system/packages, and their use in the sector for assessment and appraisal

**S5:** Use models to forecast demand using appropriate software packages for data gathering and analysis

## Evidence Piece 1: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 2

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

## Evidence Piece 2: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 2

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

Please copy and paste if you need to add additional pieces of evidence.

# Subject 3: Stakeholder or Community Engagement

**Evidence for this area should demonstrate competence in the following KSBs:**

**K6:** Techniques for, and interpretation of, stakeholder engagement and public consultation used within transport and travel planning

**S6:** Apply techniques and processes for design, delivery and interpretation of stakeholder or community engagement or public consultation activities.

**B6:** Maintains professional and ethical working relationships with internal, external and connected stakeholders, recognising the importance of equality, diversity and inclusion.

## Evidence Piece 1: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 3

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

Behaviours

* B

## Evidence Piece 2: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 3

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

Behaviours

* B

Please copy and paste if you need to add additional pieces of evidence.

# Subject 4: Utilisation of Quality Assurance Systems

**Evidence for this area should demonstrate competence in the following KSBs:**

**K8:** Project management, quality assurance systems and continuous improvement as applied to transport planning.

**S7**: Apply document control processes and procedures using the approved processes, maintaining quality compliance when creating or amending transport planning or design documentation.

**S10**: Apply statutory health and safety policies and procedures in the transport planning environment, using risk assessment processes, procedures and documentation.

## Evidence Piece 1: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 4

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

## Evidence Piece 2: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 4

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

Please copy and paste if you need to add additional pieces of evidence.

# Subject 5: Personal and Professional Practice and Development

**Evidence for this area should demonstrate competence in the following KSBs:**

**K10**: Ethical principles as applied to transport planning.

**K11**: The values and standards by which they record and maintain their professional conduct and technical knowledge and skills through CPD.

**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.

**S12**: Apply sustainable and ethical principles to planning for transport and travel.

**S13**: Plan, undertake, record and review their own professional competence, regularly updating their CPD to improve performance.

**B2**: Works independently, operating in a systematic, proactive and transparent way, knowing their limitations and when to ask for support or escalate.

**B4**: Is motivated when collaborating in teams and with other stakeholders, offering sensible challenge, reflects on and provides constructive feedback and contributes to discussions.

**B7**: Takes responsibility for their own professional development, seeking opportunities to enhance their knowledge, skills and experience.

## Evidence Piece 1: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 5

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

Behaviours

* B

## Evidence Piece 2: (Insert Name)

\***Insert** your piece of **evidence** below.This would be a piece of evidence that you have chosen to demonstrate your competence against subject 5

**In the box below, describe how your evidence demonstrates your competence:**

|  |
| --- |
|  |

**Evidence relates to the following assessment plan KSB’s:**

Knowledge

* K

Skills

* S

Behaviours

* B

Please copy and paste if you need to add additional pieces of evidence.