

Annex B: Employer Sign Off Sheet – Apprentice Knowledge, Skills and Behaviours for entrance to Gateway

This document is a guide for you (the Employer) to check and sign off your Apprentices Knowledge, Skills and Behaviours at the end their Apprenticeship. By signing this document, you agree and confirm that the Apprentice has met all the required Knowledge, Skills and Behaviours of and within their Apprenticeship and that you are satisfied that they are ready to enter Gateway.

KNOWLEDGE		
KNOWLEDGE STATEMENTS A Transport Planning Technician, on completion of the Level 3 TPTA, can demonstrate that they have Knowledge of the following:	EVIDENCE PRESENTED Apprentice can demonstrate a ready knowledge of this by...	EMPLOYER APPROVAL (Signature) I, the Employer, agree that the apprentice can demonstrate a competent level of knowledge
Policy, legal and regulatory context within which transport planners work	having knowledge of national, regional and local policies, including health and safety, environmental and transport regulations and planning acts	
The collection and analysis of data	demonstrating an ability to collect and analyse data, including new data obtained through transport and traffic fieldwork, as well as being able to identify and use existing data sources	
Transport and traffic models, forecasting	demonstrate an understanding the principal analytical methods and software packages in general use including model specification, calibration and application	
The assessment of transport and traffic policies plans and projects	conforming with formal requirements, design principles and standards and best practice. These might include transport, environmental and economic assessments	

Techniques for, and interpretation of, stakeholder and public engagement	demonstrating an ability to develop and access transport and traffic policies, plans and projects	
How to work effectively and contribute to transport planning by the correct use of resources and time.	understanding the objectives of the project, time and budget management, working productively within teams and with others, project management, quality management and assurance systems	
How to communicate effectively	demonstrating proficiency in communicating in a range of contexts, including presentation of data, written reports and oral communication	
The corporate policies and code of conduct of the organisations with which they work, as well as their relevant professional body	complying with corporate and professional policies on ethics and diversity and demonstrate an understanding of the principles of confidentiality.	
Safe working practices and how to comply with them	understanding relevant health and safety requirements	
Their own contribution to sustainable development	understanding the economic, environmental and social wellbeing and understand sustainability and environmental policies and their impact on transport planning	
Sources of and approaches to Continuing Professional Development (CPD)	understanding personal appraisal schemes, training and development plans, CPD obligations and competency requirements	
I, the employer agree that the Apprentice meets ALL the above Knowledge Statements and is ready to proceed to Gateway		

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SKILLS		
SKILLS STATEMENTS A Transport Planning Technician, on completion of the Level 3 TPTA, will to be able to use their Skills to:	EVIDENCE PRESENTED Apprentice can demonstrate a ready knowledge of this by...	EMPLOYER APPROVAL I, the Employer, agree that the apprentice can demonstrate a competent level of Skill
Use appropriate transport planning techniques and methods	contributing to the preparation, assessment and implementation of policies, plans and projects related to the management and improvement of transport systems and services. This may include analysis of information, design and delivery of transport surveys and effective engagement in stakeholder and public activities	
Work effectively, using appropriate methods, resources, time and budget for the successful delivery of projects	contributing to the collection, analysis, interpretation, storage and retrieval of transport data and applying appropriate processes for community involvement, public consultation and stakeholder engagement. This may include the design and implementation of travel plans, following technical procedures and working within best and recommended practice	
Communicate effectively	presenting data, written reports and oral communication using correct terms, standards and formats	

Keep themselves and others safe by adhering to safe working practices	being able to assess risks, follow safe systems of work and adhere to all corporate safety policies	
Manage their work and maintain the quality of their own work	understanding the tasks to be completed and contributing to the preparation, implementation and monitoring of work plans and projects. This may include organising and participating in meetings, scheduling work and managing their time to conform with the overall project plan programme and budget; while checking their work against relevant standards	
Maintain their own skills base and learning to develop increasing competence	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	
I, the employer agree that the Apprentice meets ALL the above Skills Statements and is ready to proceed to Gateway		

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BEHAVIOURS		
BEHAVIOURS STATEMENTS A Transport Planning Technician, on completion of the Level 3 TPTA, can:	EVIDENCE PRESENTED Apprentice can demonstrate a ready knowledge of this by...	EMPLOYER APPROVAL I, the Employer, agree that the apprentice can demonstrate competent Behaviours
Take a responsible approach to health and safety	having the ability to identify and take responsibility for own obligations for health, safety and welfare issues	
Be professional, proactive and receptive to constructive advice and guidance	seeking advice and guidance from a relevant institution or mentor to assist and help them address any gaps in their development	
Be willing to learn new skills and to adapt in the light of experience	identifying the limits of their own personal knowledge and skills, while striving to extend their own technological capability and knowledge base through the application of new skills and techniques	
Know one's limitations and when to ask for help or escalate	seeking advice and guidance from a relevant institution or mentor to assist and help them address any gaps in their development	

Work independently when appropriate and take responsibility for and pride in their work	working reliably and effectively without close supervision, to the appropriate codes of practice	
Apply an effective approach to problem solving.	being able to review and select appropriate techniques, procedures and methods to undertake tasks and solve a problem	
As part of a team, contribute to discussions, question and provide constructive feedback.	working effectively with colleagues, clients, suppliers or the public	
Keep well organised personal records of work undertaken.	maintaining CPD plans and records, involvement with the affairs of your institution and evidencing your development through on-the-job learning and private study	
I, the Employer, agree that the Apprentice meets ALL the above Behaviours Statements and is ready to proceed to Gateway		