

**TRANSPORT PLANNING TECHNICIAN APPRENTICESHIP**

**Assessment Method 1 (AM1)**

**GUIDELINES for Technical Project Report and Presentation**

**Instructions**

As part of your formal End Point Assessment application to The Chartered Institution of Highways & Transportation (CIHT), you are required to submit a Technical Project Report & Presentation based on the Technical Project Brief supplied to you by CIHT at Gateway. The presentation should be no more than 10 minutes long and the technical project report must be 2,500 words +/-10%, excluding appendices.

**Submission**

Your Technical Project Report & Presentation must be submitted to CIHT 3 working weeks before your interview. Once received, your technical project report will be reviewed by two independent assessors who will generate and collate questions from both the report and presentation, along with questions from a question bank, previously written and agreed by the assessors based on the KSB’s.

**Your Presentation**

Your Presentation is your own, but it can last no longer than 10 minutes and will be followed by 25 minutes of questions from the independent assessors during your interview. To deliver the presentation, you can use presentation software, videos, interactive demonstrations, notes and a PC. The independent assessors will ask a minimum of 5 questions at the end of the presentation to ensure your knowledge, skills, and behaviours (KSB’s) are sufficient.

**Your presentation should include:**

* A summary of the technical project report.
* An explanation of how and why specific techniques and criteria have been selected.
* Primary outcomes of the technical project.
* Reflective self-evaluation of the outcomes of the technical project.

**Your Technical Project Report**

The Technical Project Report & Presentation should take you between 25 and 30 hours to complete and must be submitted to CIHT within a maximum of 40 working days of the technical project brief being issued by CIHT at Gateway. The presentation should be no more than 10 minutes long and the technical project report must be 2,500 words +/-10%, excluding appendices. The report will require you to research and prepare materials to produce a report and a presentation that supports it.

**Technical Project Report - Mandatory inclusions:**

* methods of data collection, analysis, and evaluation, including any calculations used.
* results, rationale, and conclusions, with reference to relevant transport planning principles.
* reference to relevant policies, regulations, legislations, and standards, including any health and safety considerations and environmental sustainability concerns.
* a statement outlining and evaluating your own performance to showcase the challenges you faced and how you overcame them; this statement **must** be signed by your employer.
* appendices of supporting evidence relating to the technical project - Appendices may include plans, diagrams, calculations, designs, feedback, video clips. This list is not definitive and other evidence sources apart from self-reflection are permissible.

**TECHNICAL PROJECT REPORT GUIDELINES**

Please use the guidelines below to create and submit your technical project report. A summary of the below should also be in the presentation.

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| **Technical Project Objectives.***What are the objectives you need to meet?* |
| **Methods and sources of data collection.***What research methods and data collection activities do you need to undertake?* |
| **Health and safety considerations***What Health & Safety actions or policies did you undertake, adhere to or follow?* |
| **Environmental Sustainability Concerns***What were the environmental sustainability concerns you needed to consider?* |
| **Problem Identification** *What were the significant problems you faced and how did you overcome them?* |
| **Analysis, and evaluation.***What scientific or Engineering principles did you need to consider?* |
| **Deliverables, Results & Rationale, with reference to relevant transport planning principles.**Please provide details of calculations and drawings relevant to your plan. |
| **Appendices***Supporting evidence relating to the technical project - Appendices may include plans, diagrams, calculations, designs, relevant policies, regulations & legislations.* |
| **Statement outlining and evaluating your own performance.***Showcase the challenges you faced and how you overcame them; this statement* ***must******be signed by your employer.*** |