

Transport Planning Technician Apprenticeship





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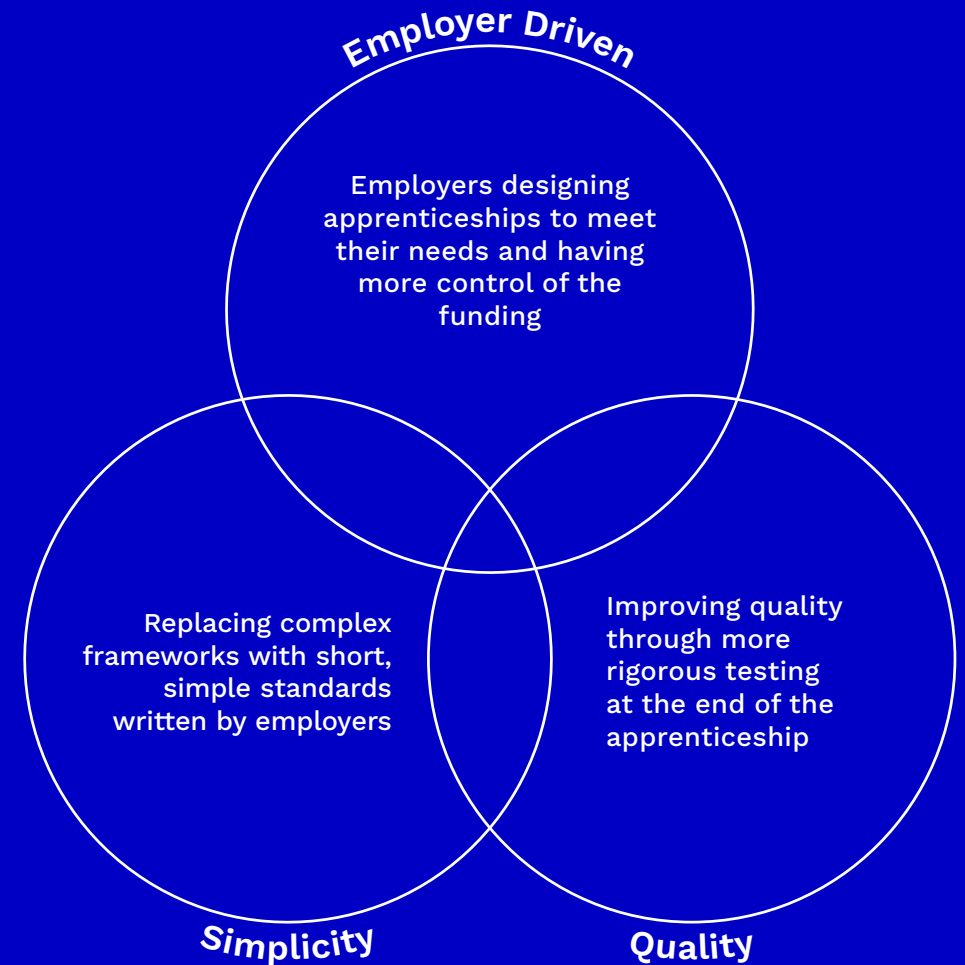
What is an Apprenticeship?

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.



Working Together to Grow the Future Transport Workforce

“The Level 3 Transport Planning Technician apprenticeship has provided me with such a positive experience of working in the sector.

Thanks to the support of my employer, SYSTRA, my learning provider, Leeds College of Building and my Professional Institution, CIHT, I am now passionate about highlighting the many benefits of highways and transportation sector apprenticeships to others.”

Gracie Belwood

Level 3 Transport Planning Technician Apprentice at SYSTRA



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, geography, engineering and social sciences and work both for public sector authorities, private sector companies, logistical operators and transport specialists such as airports and bus operators.

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 or higher.

On successful completion of the apprenticeship and the end-point assessment, the apprentice will have satisfied the requirements for registration as a Transport Planning Technician (TPTech) and MTPS or as an Engineering Technician (EngTech) and MCIHT. 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 via block release in person or blended learning programme, with a mandatory end-point assessment.



Knowledge, Skills and Behaviour

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

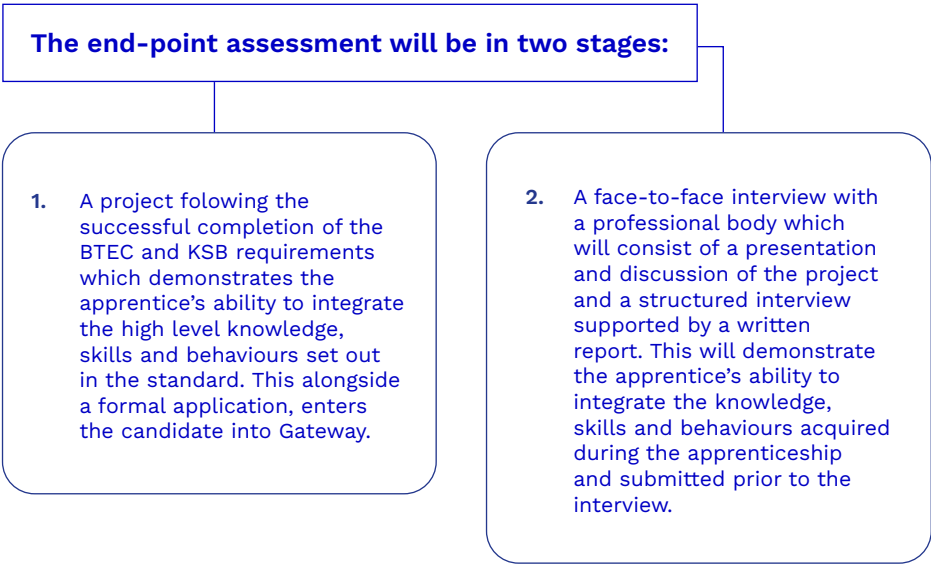
- The policy, legal and regulatory context within which transport planners work
- The collection and analysis of data
- Transport and traffic models, forecasting and the principal analytical methods and software packages in general use
- The assessment of transport and traffic policies, plans and projects
- 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 TPtech or EngTech registration which is the first step in a career as a transport planner.



EngTech Registration (CIHT)
The assessment meets the standards for Engineering Technician (EngTech) registration with the Chartered Institution of Highways & Transportation (CIHT). It includes a structured interview led by CIHT assessors to ensure a fair and consistent process.

TPtech Registration (TPS)
The assessment also meets the standards for Transport Planning Technician (TPtech) registration with the Transport Planning Society (TPS). TPS assessors carry out the structured interview to maintain the same fair and consistent approach.

Leeds College of Building Information

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.

Delivery Plan

The key elements of the delivery plan are:

- A week long induction programme
- Delivery of the level 3 BTEC 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 will be monitored and recorded via Teams.
- The end-point assessment which will be carried out by the Chartered Institution of Highways & Transportation or Transport Planning Society.

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.

Accommodation & Safeguarding

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.

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



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'. 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.

The cost of this apprenticeship is £13,000 per apprentice via levy voucher or 650 for non-levy payers.



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 £650 at the start of year 1
- 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 will be required to make a 5% contribution
- For levy-paying companies we can provide guidance on how to use the apprenticeship service to access your levy payments and pay for training

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.



Ben Plowden

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.



Dr Caroline Sudworth

Technical Apprenticeship Consortium (TAC)

Education Specialist and Chair of the Employer Working Group

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.



Nikki Davis

Leeds College of Building

Chief Executive Officer and Principal

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

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 FAQ.

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 level 6 block release transport planning degree apprenticeship. This is currently provided by Northeastern University and Liverpool John Moores. Students upon successful completion of this apprenticeship have had direct entry to the Transport Planning Masters Course and other degree programmes including Project Management, Civil Engineering and Data Science.

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

Line managers and any other requested individuals will be sent 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. 12 week tri-party reviews will take place between apprentice, employer and Sarah Carter.

Line managers with viewing rights to the Teams files (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.

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 £300 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?

Sarah Carter is 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 the pass rate?

175 learners have completed their EPA - our pass rate is 98.5% first time, with 100% of resit candidates also passing.

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 returning 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 and designated safeguarding officer for learners whilst in and out of College during their time in Leeds.

Further Questions?

Please contact Sarah Carter, Transport Planning Project Manager at the College:

E: secarter@lcb.ac.uk
T: 0113 222 6049



Appendix

Level 3 Diploma in Transport Planning

Knowledge Units

The following knowledge units will be covered:

K1: Principles and processes used for the design, assessment and appraisal of transport planning, underpinned by appropriate analytical, scientific and technical knowledge and understanding.

K2: National, regional and local policies, transport regulations and planning acts, and how they interface with each other.

K3: Key principles, techniques and methods of data collection, analysis and evaluation used in the delivery of transport planning solutions.

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

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

K6: Techniques for, and interpretation of, stakeholder engagement and public

consultation used within transport and travel planning.

K7: Statutory health and safety policies, procedures and regulations that must be adhered to in the transport planning environment.

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

K9: Principles of sustainable development as applied to transport and travel planning.

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.

Skills Requirements

S1: Apply principles and processes of transport planning including analytical, scientific and technical know-how to transport planning solutions.

S2: Use national, regional and local

policies, transport or planning regulations when contributing to, or appraising, transport planning solutions or improving transport systems and services.

S3: Apply key principles, techniques and methods of data collection, analysis and evaluation to support the planning, design, implementation or assessment of transport planning solutions.

S4: Plan and carry out data collection, analysis, evaluation, and report the outputs through appropriate means using relevant conventions and terminology.

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

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

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

S8: Support and contribute to the production of transport planning solutions with consideration for economic, security, cultural and societal, well-being, and the environment.

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.

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

S11: Communicate using appropriate methods for the audience incorporating relevant and appropriate terms, standards and data.

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.

Behaviours

B1: Complies with statutory and industry regulations and policies.

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

B3: Applies a structured approach to problem solving with attention to detail, accuracy and diligence.

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

B5: Acts professionally with a positive and respectful attitude; can reflect on own learning, is receptive to constructive feedback and resilient when facing challenge.

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

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



Award Winners

Transport Planning Student of the Year (The Big Awards) 2025

Russell Scott

The Governors' Award (The Big Awards) 2025

Gracie Belwood

CIHT Apprentice of the Year Finalist 2024

Mathias Salvatico

CIHT Apprentice of the Year Finalist 2023

Matt Riley

Intelligent Transport Systems (UK) Early Careers Poster Award 2022

Josephine James

Intelligent Transport Systems (UK) Apprentice Essay Award 2021

Leora Wilson

CIHT regional (North East & Cumbria) and National Apprentice of the year 2021

Michael Richardson

AAC Apprenticeship Provider of the Year 2020

Leeds College of Building

BAME Apprentice of the Year (Transport and Logistics) 2020

Hiba Abo Slo

Intelligent Transport Systems (UK) Apprentice Essay Writing Award 2019 (1st)

Joe Lungley

CIHT Yorkshire & Humber Apprentice of the Year 2019 (1st)

David Powell

CIHT Yorkshire & Humber Apprentice of the Year 2019 (Highly Commended)

Lynsey Turner

The Women In Rail Awards Female Apprentice of the Year 2019

Jemma Gillman

Asian Apprentice of the Year (Construction Services) 2019 (1st)

Alyssia Samra

CIHT Yorkshire & Humber Apprentice of the Year 2018 (1st)

Erin Ruddy

Intelligent Transport Systems (UK) Apprentice Essay Writing Award 2017 (1st)

Dan Johnson



Employers committed to the programme include:

Luton

ROTALA
passenger transport

 **Transport
for London**

 **Leicestershire
County Council**

wakefield
council

AMA
ANDREW MOSELEY ASSOCIATES
PLANNING AND DEVELOPMENT PLANNING CONSULTANTS


Stockton-on-Tees
BOROUGH COUNCIL

BRYAN G HALL
CONSULTING CIVIL & TRANSPORTATION PLANNING ENGINEER


Leicester
City Council

**West
Yorkshire**
Combined
Authority

 **Leeds**
CITY COUNCIL

 **Staffordshire**
County Council

 **TEES VALLEY
COMBINED
AUTHORITY**

 **STOCKPORT**
METROPOLITAN BOROUGH COUNCIL

NetworkRail

 **national
highways**

 **West Midlands
Combined Authority**

 **KIER**

LNER
LONDON NORTH EASTERN RAILWAY

PAR | Petroleum
FUEL | LOGISTICS | MAINTENANCE

rappor

SYSTRA

ARUP

**NEWELL &
WRIGHT**
TRANSPORT

 **Gateshead**
Council

 **SOUTHAMPTON**
CITY COUNCIL

CONTACT DETAILS

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Project Manager at the College:**

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