



Civil Engineering Technician Apprenticeship Level 3 Version 1.0

End Point Assessment guidance

Contents

Introduction	4
EPA Gateway	4
Application deadlines and EPA dates	5
In-person End Point Assessment	5
Membership Number or non-member account	5
EPA application	5
Application content	6
Submitting your application	6
Gateway completion and technical project brief	6
Payment for EPA	7
Individual requirements	7
Plagiarism	7
Collusion	8
Malpractice and Maladministration	8
Diversity Data	8
The Assessment Methods	8
Keeping to the assessment timeline	8
Deferrals	8
Setting the EPA interview date	9
Conflict of interest	10
Technical project brief	10
Written report	11
Appendices	12
Photograph	12
Submitting your report	13
Initial assessment	13
The End Point Assessment Day	14
Presentation	14
Structured interview	14
Results	15
Re-sitting	15

Appeals.....	15
Appendix A – EPA grading	16
End-point assessment method.....	16
Pass criteria.....	16
Fail Criteria	16
To pass you must demonstrate achievement of all these grading criteria.	16
(informed by a written report).....	17
To pass you must demonstrate achievement of all these grading criteria.	17
Appendix B – Mapping of EPA methodology to the civil engineering technician apprenticeship standard	18
Mapping Grid	18
Appendix C – Individual requirements.....	20
Disability or sensory impairment.....	21
Security-mindedness and security clearance	21
Appendix D - Applying for qualified Membership of ICE and Engineering Council registration	23
Approved qualification for EngTech registration	23
Continuing Professional Development (CPD) records.....	23
Sponsors.....	24
Admission Procedure 3.....	24
Unspent convictions.....	25



Introduction

This document provides detailed guidance for the End Point Assessment (EPA) process for [version 1.0 of the Level 3 Civil Engineering Technician Apprenticeship \(ST0091\)](#).

This version applies if you began your apprenticeship before 13 July 2021. If you started your apprenticeship after 14 July 2021, you must follow the guidance for [Version 1.1](#).

This document also explains in [Appendix D](#) what to submit if you wish to apply for qualified membership of ICE and professional registration as an Engineering Technician (EngTech MICE) at the same time as your EPA.

If you have any questions, please contact the EPA team on +44 (0)20 7665 2344 or email epa@ice.org.uk.

EPA Gateway

Before you can apply for your apprenticeship EPA, you (the apprentice) must have successfully completed all aspects of your apprenticeship and achieved Level 2 Maths and English (or equivalent).

The duration for your apprenticeship is typically 36 months and your EPA will typically be undertaken 2 months before the expected end date of your apprenticeship.

The decision as to when you are ready to undertake the EPA will be made by your employer, with the support of your training provider.

Your employer must sign the statement on your EPA application form confirming you have satisfactorily completed the knowledge, skills and behaviours as set out in the apprenticeship standard.

Your training provider must provide confirmation that you have satisfactorily completed (passed) the appropriate academic qualification for your apprenticeship such as a Level 3 Diploma, HNC, HE Certificate or BSc, and that they agree you have completed the Gateway requirements for your apprenticeship. Without this evidence any submitted EPA application will be considered invalid.

Applying for your End Point Assessment

It is your responsibility to check your EPA date falls before the registered end date (RED) of your apprenticeship, and you are advised to check this with your employer and training provider. If it does not fall before your RED, you could be withdrawn from your apprenticeship.

Application deadlines and EPA dates

Please visit the key dates page [here](#) for application deadlines and EPA dates.

Applications for End Point Assessment can be submitted via the [EPA portal](#) until **31 May 2024**.

From 1 June 2024 ICE will no longer accept applications using the portal, all applications for End Point Assessment must be submitted by your Training Provider using the ACE360 portal. We recommend that you contact your Training Provider directly to discuss submitting your application for End Point Assessment.

In-person End Point Assessment

ICE runs both online and in-person EPAs. You will be able to indicate your preference when applying, but we may need to allocate you to the other interview format depending on the assessors you are matched with.

We recognise some apprentices will have specific individual requirements and we will of course do our best to meet any such needs. Please see [Appendix C](#) if this applies to you.

Please note that, as part of ICE's commitment to minimising its carbon footprint, our default position is that we will not accept requests from apprentices who need to fly to attend an in-person EPA session.

Membership Number or non-member account

Before you apply, you will need an ICE membership number. If you don't already have one, please create a non-member account by [registering with MyICE](#). This will enable you to make payments online and access information on our website tailored to your particular interests. You will find your membership or account number within the "My Profile" section in your [MyICE account](#).

EPA application

The EPA process comprises of the following steps:

- An EPA application
- A response to a technical project brief
- A written report
- EPA day
 - Presentation
 - Structured interview



Application content

You (the apprentice) will need to send us the following:

- A completed EPA [application form](#) signed by your employer. Please note that the person signing your application does not have to be an ICE member
- A copy of your academic qualification certificate(s) if applicable¹
- A letter from your training provider on headed paper stating that you have met each of the Knowledge, Skills and Behaviours of the (Apprenticeship standard title), (version number) and confirm you are now ready to move on to Gateway. The letter should include your name, ULN number and date of birth.
- Evidence of achievement of English and Mathematics at level 2² (or [equivalent](#))

Please note that if you are applying for professional registration, your qualification must be approved for EngTech registration. Please refer to [Appendix D](#) for details. You will also need to complete Section 3 of the application form and provide sponsors and CPD records

Submitting your application

If you are submitting your application for your End Point Assessment before 31st of May 2024, you must submit your documents through the [EPA application portal](#) as a single PDF file of no more than 5mb. You must make sure that all items in the application checklist are included in your application before you upload it. If you are also applying for EngTech MICE you must confirm your sponsors have submitted their statements of support.

After your application is submitted, you will receive an automated response on screen confirming your application was uploaded. If you experience issues with the portal, please call us on +44 (0)20 7665 2344 or email epa@ice.org.uk.

From **1 June 2024** ICE will no longer accept applications using the portal, all applications for End Point Assessment must be submitted by your Training Provider using the ACE360 portal. We recommend that you contact your Training Provider directly to discuss submitting your application for End Point Assessment.

Gateway completion and technical project brief

ICE will check your application for completeness and contact you and your employer to

¹ This should be your qualification certificate or a screenshot from the Pearson portal which lists the units you studied and their marking grade, together with a letter from your training provider on company header paper stating your ULN number, the title and level of your award and its start and completion date, confirming that you have passed the appropriate qualification for your apprenticeship and that they agree you have completed the Gateway for your EPA.

² For those with an education, health and care plan or a legacy statement, the apprenticeship's English and mathematics minimum requirement is Entry Level 3. British Sign Language (BSL) qualifications are an alternative to English qualifications for those who have BSL as their primary language.

acknowledge receipt and, if necessary, request any missing documents. You will have 2 working days to provide the missing information. We will not be able to continue processing your application until the information has been received. To avoid delays, please ensure that all the items on the application checklist are included with your application.

If your application is complete, ICE will formally acknowledge your application and provide you with the details of your Technical Project brief.

ICE will also inform your training provider that you have made an application for EPA.

Payment for EPA

ICE will request payment for your EPA directly from the training provider, which must be received before your EPA. If payment is not received ICE may still allow your EPA to take place but no result will be issued until payment has been made. ICE will notify you of any delays in payment.

Individual requirements

If there are individual requirements that you would like taken into account at your EPA you must state these when you apply – for example, if you have a disability or sensory impairment, if there are commercial or security restrictions on what you can discuss about a particular project you have worked on, or if you are unable to attend your EPA on a certain date or time. You can find out more in [Appendix C](#). If you wish to speak to a member of staff in confidence regarding your requirements, please email epa@ice.org.uk and we will arrange a time to speak to you.

Plagiarism

Plagiarism is presenting the work of others as your own. This means using words or ideas, for example, without the permission of the original author or authors, or without their acknowledgement. Plagiarism must be avoided at all times, and this includes any reports, drawings and presentations that you submit.

Here are some guidelines to help avoid plagiarism:

- Don't cut and paste material from others
- Where you have directly quoted others, or the work of others, attribute the source fully and, where appropriate, use quotation marks. As a rule of thumb, material derived from others should be considered a quote, unless it's assumed to be common knowledge – for example, standard equations that are in the public domain

Plagiarism is taken seriously by ICE. Should there be concerns about your submission, ICE will investigate including using plagiarism detection software. If this shows significant levels of similarity

with any unattributed sources your assessors will be informed, and you will be contacted by ICE and asked to provide an explanation.

Collusion

In the context of the EPA, collusion is any agreement to conceal someone else's contribution to your piece of work. The guidance above equally applies to avoiding collusion.

If an allegation of plagiarism or collusion is made relating to your application for the EPA, no result will be given until an investigation has taken place.

Plagiarism and collusion may lead to a ban on applying for membership or, for existing members, permanent expulsion as an ICE member.

Malpractice and Maladministration

In the event of concerns raised by the Assessors of any malpractice of maladministration during the EPA, these will be reported to the ICE and an investigation undertaken, no result will be given until the investigation has been undertaken.

Diversity Data

ICE is fully committed to valuing and representing the diversity of our members and applicants. As part of your application, you will be asked a few questions about your background to help us achieve this. We recommend that you submit this data directly online within "My Profile" of your [MyICE](#) account. The information you provide will only be used in an aggregated form and you will never be individually identifiable. You can opt to decline to answer each or any of the questions if you wish. Find out more about ICE's [equality and diversity policy](#).

The Assessment Methods

Keeping to the assessment timeline

The EPA assessment plan sets clear milestones, and it is important that you adhere to those timings – both for the integrity of the assessment and out of respect for your assessors who will be preparing carefully for your EPA.

Please note that you will fail the EPA if you do not submit your report / presentation on time, or if you do not attend the EPA day (i.e. the presentation / interview), without submitting a reasonable and timely request to defer the EPA.

Deferrals

ICE may agree to defer the EPA (i.e. to reschedule it) if exceptional circumstances prevent you from

submitting your presentation / report on time or from attending the EPA day.

We recognise the following three criteria as grounds for requesting a deferral, subject to supporting evidence being provided:

- i. Medical
- ii. Bereavement
- iii. Local Emergency

ICE may also consider situations which fall outside of these criteria if you can provide evidence to show that failure to attend your EPA or submit your report / presentation was due to circumstances beyond your control.

If you need to defer your application after receiving confirmation of the date of your EPA, you must inform ICE immediately on +44 (0)20 7665 2344 or at epa@ice.org.uk. You should notify your training provider, employer and lead sponsor (if applicable) as well.

After notifying ICE, you will be given 10 working days to supply your evidence for deferral, although in most circumstances we would expect that evidence to be submitted directly. If you do not submit the evidence within 10 working days, a deferral will not be granted, and your EPA will be recorded as a fail.

Once submitted, ICE will review your deferral request and supporting evidence and consider whether the request is reasonable – both in terms of the grounds for no longer meeting the assessment schedule and in terms of whether you have notified ICE promptly. ICE will then advise whether a deferral will be granted or whether the EPA will be recorded as a fail. You may use the ICE appeals process if you wish to challenge that decision. ICE will notify your employer and training provider of its decision.

Setting the EPA interview date

Subject to satisfying all gateway checks, we will provide you with the names of your two assessors, as well as the time and date of your EPA in an email at least six weeks prior to the date of your EPA. This notification will also include the deadline for you to submit your written report and presentation.

Under no circumstances should you contact your assessors.

ICE may allow you to sit your EPA if payment has not been received, but no result can be issued until payment has been received.

If you have opted for an in-person EPA, your EPA will be held online via MS Teams. For more

details see our [online guidance](#).

Conflict of interest

Your assessors should not be connected to either you or your employer. If you know one of your assessors or feel there may be a conflict of interest, you should let us know immediately on +44 (0)20 7665 2344 or at epa@ice.org.uk.

Your assessors will also have been given the opportunity to identify any conflicts prior to you being notified of who they are.

Technical project brief

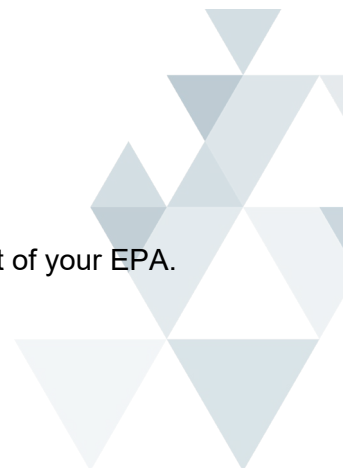
You will be provided with your technical project brief at least six weeks prior to the date of your EPA. The technical project brief will be related to your area of technical specialism as specified on your application form.

The purpose of the technical project brief is to provide a means to assess your ability to integrate the range of knowledge, skills and understanding which you have acquired during your apprenticeship.

It will take between 25-30 hours to prepare your response. This will involve research and preparing material for the presentation, which must include:

- A project plan summarising the actions needed to complete the project within the timeline
- At least two options must be proposed and assessed, and a rationale given for the chosen option
- Calculations and drawings
- Reference to:
 - relevant scientific and engineering principles
 - relevant legislation and standards
 - health and safety considerations
 - any environmental sustainability concerns or opportunities
- A reflective evaluation as to how you went about the process of producing the response to the project brief explaining
 - what worked
 - what did not work
 - obstacles that needed to be overcome and how this was achieved
 - what you would do differently next time

Your response to the technical project brief will be delivered in a presentation as part of your EPA. You will be able to present this onscreen via MS Teams [as per the guidance](#).



If your EPA is online, you will be asked to upload a copy of your presentation to the [EPA portal](#) 48 hours before your EPA, this will be made available to your assessors prior to your EPA.

If your EPA is in-person, you will deliver your presentation seated across the table with visual aids no larger than A3 and you are permitted to use a laptop computer but note that an external power supply will not be provided. You should give your assessors hard copy handouts of your presentation on the day.

We have produced a [Technical Project Brief \(TPB\) guidance](#) and a [recording](#) that provides useful tips and advice that will help you prepare your presentation.

Written report

In addition to the technical project brief, you will need to prepare and submit a written report of between 1400 – 1600 words; this must be a reflective account which gives:

- Between 2 - 4 examples of tasks undertaken during your apprenticeship, demonstrating how you solved a technical problem. It should, explain your role and how you selected the appropriate techniques, procedures and methods used. The report should explain any scientific, technical, or engineering principles used and how you reached the findings / recommendations. It should also include what you did for your employer or other people involved such as clients or suppliers and include anything you did to ensure the safety of people, equipment, or data
- Between 2 - 4 examples demonstrating how you identified, planned, and organised the resources needed to effectively complete a project or task. The report should explain how you took into consideration cost, quality, safety, and any environmental impact. It should make reference to what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome
- Between 2 - 4 examples demonstrating how you have complied with the ICE Code of Conduct, how you keep in touch with developments in your technical area and how you intend to continue to develop your knowledge and skills

Your employer will be required to verify that the work described in the written report has been carried out by you.

We have produced a Written Report [recording](#) that provides useful tips and advice that will help you prepare your report.

Appendices

You may also submit some appendices to the written report. These may include cost data, drawings (no more than three pages), risk assessments, assessment reports, or other documents, depending on the tasks you perform and their output.

No more than 10 pages in total should be submitted.

Photograph

You should include a recent passport photograph of yourself with your report.



Submitting your report

Your written report and any appendices must be uploaded to the [EPA portal](#) in a single PDF file within six weeks of receiving your brief. The date for submission will be set out in your acknowledgement letter..

The overall document must be –

- One self-contained PDF file
- A4-sized (A3 is suitable for drawings if required)
- No larger than 15mb
- The filename must include your ICE membership number³, surname, initials, and EPA date
- Your report cover page must include –
 - A recent photo of you
 - Your signature and membership/non-member number
 - The signature of the person who has verified your report and date of signature, together with their professional title/s
- Include hyperlinks to link data in the appendices with the relevant text in your report
- Use colour where necessary – for example, images and drawings
- Where possible, convert individual documents to PDF electronically, rather than scan them
- Ensure the file can be viewed on a laptop screen and is also printable in the correct format, and can be read in black and white

Initial assessment

Your written report will be reviewed by your assessors against the knowledge, skills and behaviours listed in the apprenticeship standard and they will agree on the areas that need to be explored further in the interview.

However, if your assessors agree your report is not of a satisfactory standard, your EPA will be deferred and details of why it is not satisfactory and what you must do next will be provided by the EPA team. Once you have addressed the assessors' comments, your EPA will be rearranged.

³ You can find this within “My Profile” in your [MyICE account](#) – please [register with MyICE](#) as a non-member if you do not already have an account.

The End Point Assessment Day

The EPA comprises of:

- A presentation
- A structured interview

Unless you have opted for an in-person EPA, your EPA will be held online via MS Teams. For more details see our [online guidance](#). To be successful your assessors must both be satisfied that you have met all the knowledge, skills and behaviours listed in [Appendix B](#).

Presentation

Your EPA will start with a 10-minute presentation to your assessors to showcase your response to the technical project brief. This will be followed by a 10 to 15-minute question and answer session against the required knowledge, skills, and behaviours as listed in [Appendix B](#).

You are encouraged to use visual aids to illustrate your presentation. You will be able to present these onscreen via MS Teams [as per the guidance](#). If your EPA is held in-person, you will deliver your presentation seated across a table with visual aids no larger than A3. You are permitted to use a laptop computer but note that an external power supply will **not** be provided.

Structured interview

Immediately following the presentation and question and answer session, a structured interview will take place. The purpose of the interview is for your assessors to be confident that you have acquired and can use the [knowledge, skills and behaviours](#) needed to be a competent Civil Engineering Technician. The questions will focus on four main areas in the context of your occupational specialism demonstrated in your written report, as least one question will be asked on each of the following areas: -

- **Technology and problem solving** – questions about the use of software tools in design and data collection, awareness of the range of factors affecting choice of engineering solutions, choices of systems and components, health and safety, environmental impact and sustainability, whole life costing
- **Management** – questions about working to quality, time and budget, planning workload, the importance of technical standards and procedures, keeping proper records
- **Communication** – questions exploring examples of technical and non-technical presentations and reports, working as part of a team
- **Commitment and ethics** – questions about client confidentiality, the importance of safe systems of work, the need for sustainable solutions, professional development

This interview normally lasts between 30-40 minutes.

All mobile devices must be switched off prior to the start of the interview. Recording of the presentation and interview is prohibited.

Results

We will let you know the result no later than 6 weeks after your EPA. After your result has been issued ICE will apply for your Apprenticeship Completion Certificate.

If you are unsuccessful, you will be provided with the assessors' comments explaining why, which will help you to discuss your result with your employer.

Please note that the outcome of your EPA will be shared with your employer and training provider.

Re-sitting

If you are unsuccessful, you must apply to re-sit within 12 months of your original EPA to complete the apprenticeship.

If you were successful at the presentation element you will only have to retake the structured interview. The re-sit must include a structured interview even if it was passed first time round.

When you re-sit, you will have to demonstrate all the knowledge, skills, and behaviours, not just those that you were unsuccessful in.. In preparing for your re-sit, you and your employer should take into account your assessors' feedback on areas where you did not demonstrate competence as detailed in your result letter.

When preparing another application, you are advised to consult with your employer or, if you are also applying for professional registration with ICE, contact our [Membership Support Team](#).

Appeals

You have the right to appeal where you feel there was an error in the process, or in cases of unforeseen events. Appeals must be received within two months of the date of your result letter. Appeals after this date will not be considered.

If you are considering an appeal, you are advised to consult with your employer or, if you applied for professional registration with ICE, contact our Membership Support Team at membership@ice.org.uk or by calling +44 (0) 121 227 5948.

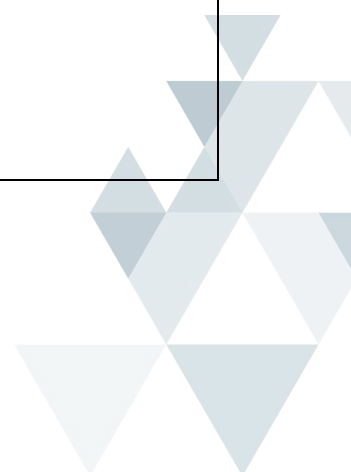
If you wish to appeal, please read the [appeals guidance](#).



Appendix A – EPA grading

<p>Presentation (based on response to technical project brief)</p>	<p>Provides evidence of knowledge, skills and behaviours required in Appendix B to:</p> <ul style="list-style-type: none"> • Review and select appropriate techniques, procedures and methods to undertake tasks (K1) • Use appropriate scientific, technical or engineering principles (K2) • Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions (B6) • Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact (K3) • Work reliably and effectively without close supervision to the appropriate codes of practice (K3, B2, B5) • Use oral, written and electronic methods for the communication in English of technical and other information (K4, S4, B7) • Manage and apply safe systems of work (K6, S5, B1) • Undertake engineering work in a way that contributes to sustainable development (K7) <p>To pass you must demonstrate achievement of all these grading criteria.</p>	<p>Fails to provide evidence to meet all the knowledge, skill and behaviours as required in Appendix B for this assessment method</p>
<p>Structured interview</p>	<p>Provides evidence of knowledge, skills and behaviours required in Appendix B to:</p>	<p>Fails to provide evidence to meet all the knowledge, skills and behaviours as required in Appendix</p>

<p>(informed by a written report)</p>	<ul style="list-style-type: none"> • Review and select appropriate techniques, procedures and methods to undertake tasks (K1, S1) • Use appropriate scientific, technical or engineering principles (K2, S2) • Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions (S2, B6) • Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact (K3, S2, S3) • Work reliably and effectively without close supervision to the appropriate codes of practice (K3, S3, B2, B4, B5) • Accept responsibility for work of self and others (S3, B2, B4) • Accept, allocate and supervise technical and other tasks (S3) • Use oral, written and electronic methods for the communication in English of technical and other information (K4, S4, B7) • Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others especially when related to diversity and equality (K3, S3) • Comply with the Codes of Practice of the Professional Engineering Institution (K5) • Manage and apply safe systems of work (K6, S5, B1) • Undertake engineering work in a way that contributes to sustainable development (K7) • Carry out and record Continuing Professional Development (CPD) necessary to maintain and enhance competence in own area of practice (K8, S6, B2, B3) • Exercise responsibilities in an ethical manner (K5) <p>To pass you must demonstrate achievement of all these grading criteria.</p>	<p>B for this assessment method</p>
--	---	-------------------------------------



Appendix B – Mapping of EPA methodology to the civil engineering technician apprenticeship standard

Mapping Grid

Ref	Core knowledge to be assessed	Presentation based on response to technical project brief	Structured Interview Informed by a written report
K1	The different techniques and methods used to design, build and maintain civil engineering projects. This includes understanding how ideas and requirements are converted into engineering designs, knowing the standards, contracts and specifications and their impact on the design and construction process.	✓	✓
K2	The appropriate scientific, technical and engineering principles relating to the design of infrastructure and buildings. This includes an understanding of the mathematical, scientific, engineering techniques and software packages required to support the design and construction processes, including building information management and modelling aspects of civil engineering disciplines with a demonstrable knowledge of sustainability.	✓	✓
K3	How to work effectively and contribute to engineering solutions by the correct use of resources and time. This includes an understanding of project management systems, tools and techniques as they are applied to the design and construction process.	✓	✓
K4	How to communicate effectively using a range of techniques. This includes an understanding of different communication methods and when to use them; how to write technical reports, drawing and modelling conventions and engineering terminology; collaboration and effective team working.	✓	✓
K5	The code of conduct of relevant professional bodies and institutions including ethics and their application in design and delivery of projects. Understanding the protection of client confidentiality, the need to adhere to corporate policies on ethics and diversity and the professional obligation to make a contribution to society.		✓

K6	Safe working practices and how to comply with them. Understanding of regulations such as Construction, Design and Management (CDM), Common Safety Method (CSM), hazard identification, and risk mitigation in relation to project delivery.	✓	✓
K7	Sustainable development and their own contribution to economic, environmental and social wellbeing. Understanding of company and client sustainability and environmental policies and their effect on design and delivery; and an awareness of the environmental impact of projects and mitigating actions.	✓	✓
K8	Sources of and approaches to Continuing Professional Development (CPD). Understanding of appraisal schemes including training and development plans, CPD obligations and competency requirements relating to self and others.		✓
Ref	Core skills to be assessed	Presentation based on response to technical project brief	Structured Interview Informed by a written report
S1	Select and use appropriate scientific, technical and engineering principles, techniques and methods to contribute to the design and delivery of infrastructure and building projects. This includes the ability to produce and self-check; calculations, models and drawings; use appropriate systems and software packages for data gathering, Computer Aided Drawing, Building Information Management and project management; and assist with site surveys and		✓
S2	Work with others to contribute to produce integrated engineering solutions by the correct use of resources and time. This includes the ability to contribute to developing, evolving and monitoring solutions to engineering problems whilst working to programme and within budget.		✓
S3	Manage and maintain the quality of their work and that of others. Assess the task to be done, plan/schedule work and manage time; decide when to allocate work to other people; maintain the flow of information; check work at an appropriate level and against appropriate standards and specifications. Keep well organised personal records of work undertaken.		✓

S4	Communicate effectively and appropriately with others using a range of techniques including verbal communication, written reports, models and drawings using correct terms, standards and formats.	✓	✓
S5	Keep themselves and others safe by adhering to safe working practices. This includes the ability to identify hazards and assess risks, follow safe systems of work and adhere to all company safety policies.	✓	✓
S6	Maintain their skills base and learning. This includes the ability to assess their own competence against training objectives and identify development needs and training action plans.		✓
Ref	Core behaviours to be assessed	Presentation based on response to technical project brief	Structured Interview Informed by a written report
B1	Take a responsible approach to health and safety.	✓	✓
B2	Be professional, proactive and receptive to constructive advice and guidance.		✓
B3	Be willing to learn new skills and to adapt in the light of experience.		✓
B4	Know your limitations and when to ask for help or escalate.		✓
B5	Work independently when appropriate and take responsibility for and pride in their work.	✓	✓
B6	Demonstrate a positive approach to problem solving.	✓	✓
B7	Show an ability to contribute to discussions as part of a team.	✓	✓

Appendix C – Individual requirements

ICE is committed to making reasonable adjustments to our EPA process to accommodate specific individual requirements.

Individual requirements may include disabilities, specific learning difficulties (such as dyslexia), temporary conditions, and security clearance, or you are unable to attend EPA on a certain date or time, or to travel for an in-person EPA

Each application will be considered on a case-by-case basis in light of the applicant's needs. However, you need to tell us about your requirements in the space provided in your EPA application form. We will also need to see any evidence, e.g., certified documents or statements, which should be submitted at time of making your application.

Disability or sensory impairment

In line with the Equality Act 2010, we will make whatever 'reasonable adjustments' are required for apprentices with a disability, such as dyslexia, speech impairment or sensory loss, for example. Our Equality and Diversity Policy ensures everyone receives the same opportunities during the EPA process.

Listed below are some examples of reasonable adjustments made

- Giving extra time at the different elements of the EPA (up to 25%)
- Providing a scribe
- Providing a private room

However, this is just an example and ICE staff will contact you and discuss your own individual requirements prior to your EPA day, adjustment will

- Not give the apprentice an unfair advantage
- Reflect the apprentice's normal way of working and
- Be based on the individual needs of the apprentice

You can speak to a member of staff in confidence regarding your requirements, please email epa@ice.org.uk and we will arrange a time to speak to you.

Security-mindedness and security clearance

You should consider whether information in your EPA submission should be omitted or reduced in its level of detail due to security reasons. However, there is no reason why this should detract from the quality of your report.

If your submission is affected by security issues, you should consider the following suggestions:

- Make your report non-site specific – for example do not state that the facility was on the Sellafield site or on the Hinkley site or that the asset serves a critical function to the site or country, or is or was vulnerable to various threats
- Do not state building numbers or names – it is sufficient to say 'nuclear facility' or 'nuclear store'

- Remove site and building names from drawings or snapshots of models
- Do not include photographs or other images which reveal the location of buildings and facilities
- Avoid stating, or showing in drawings or extracts from models, technical details (such as wall thickness) which may reveal security-sensitive information

If you work on a security-sensitive project, we recommend that your organisation's information security manager (and also that of the asset owner/client) reads your EPA submission and approves the content before submitting.

Familiarise yourself with the [Engineering Council's guidance note](#) on Security (published May 2016).

You should also let us know if you believe your assessors need security clearance.



Appendix D - Applying for qualified Membership of ICE and Engineering Council registration

If you would like to gain qualified membership of ICE (MICE) and Engineering Technician (EngTech) registration with the Engineering Council when you sit your EPA, you must have achieved an academic qualification which is approved for EngTech registration.

You must also complete and sign section 3 of the [application form](#) and provide:

- Your Continuing Professional Development (CPD) records
- Details of two sponsors who must each submit a statement of support

Please note that if you pass your EPA, you will be registered at EngTech level and required to pay the relevant [Engineering Council entry fee](#) and subsequent annual fees, as well as an annual ICE [Technician Member subscription fee](#).

You will be notified in your result letter when you can use the designatory letters of EngTech MICE.

Approved qualification for EngTech registration

To be eligible for EngTech MICE on passing your EPA, you must hold an academic qualification which is approved for EngTech registration. If your qualification is approved for EngTech registration, it will be listed as such in ICE's online accredited course search: [ICE accredited course search](#).

If you cannot find your qualification in the database, please contact us at epa@ice.org.uk with your course details for advice. You may need to apply for an ICE academic assessment well in advance of your EPA gateway to get your qualification(s) approved.

Continuing Professional Development (CPD) records

Your CPD records show us the training and development activities you have completed and the objectives you have set to ensure that you continue working as a skilled and competent Engineering Technician. They comprise:

- **Development action plan (DAP)** – This will detail your personal development objectives for the current/forthcoming year. A copy of your personal employer appraisal showing your objectives for the current/forthcoming year is acceptable in lieu of a DAP
- **Personal Development Record (PDR)** – This will detail the training and development you have undertaken. It should include a minimum of 30 hours of effective learning per year. We normally expect to see three years of records if your experience allows it although one (30 hours) is acceptable. It should describe all the training you have completed.

For more information on how best to plan and record your CPD, please read our [CPD guidance](#)

Sponsors

Your application must be supported by two sponsors who can confirm your suitability for ICE membership. They must each complete a sponsors [statement of support](#) and upload it to the [EPA sponsors portal](#) one week before you submit your application - [see here for the deadlines](#). You must check they have done this before submitting your application.

It is important that you read the sponsor statement of support form before you select your sponsors as it provides guidance as to who is eligible to sponsor your application and what they are required to do.

You must select one sponsor to be your 'lead sponsor' and one to be a supporting sponsor. The lead sponsor must be an ICE Member or Fellow registered at the same grade or higher than the one you are applying for, as they have a responsibility to mentor you during the submission process and play an important part in the success of your application. Your other sponsor does not have to be an ICE Member or Fellow but must be a registered member of a [Professional Engineering Institution](#) at EngTech, IEng or CEng level.

Your lead sponsor:

- Has a duty to act as a mentor during the EPA submission process
- Should be familiar with the current ICE requirements for membership and registration with Engineering Council. Your lead sponsor could, for example, provide constructive criticism of your report, advice on the presentation and arrange practice interviews

If you have to re-sit your EPA, your sponsors must submit new [statements of support](#). If your original sponsors are unable to support your application again, you'll need to find new ones.

Admission Procedure 3

After receipt of your application, your name will be published on ICE's website for a minimum of 28 days in accordance with ICE's [Admission Procedure 3](#).

If you are successful and you have given permission in your application form, your name will be published on [ICE's website](#).



Unspent convictions

No person with an unspent conviction relating to a Serious Criminal Offence⁴ will be admitted to any grade of membership unless there are special circumstances, that show beyond reasonable doubt, that the person is a fit and proper person to be admitted to membership of the Institution.

If you have an unspent conviction relating to a serious criminal offence, please complete [this form](#). It must be signed by your sponsors and submitted with your application form. A member of ICE staff will contact you directly and in confidence.

⁴ “Serious Criminal Offence” means an offence involving dishonesty or deception or any offence punishable by a Court of competent jurisdiction by a term of imprisonment of 12 months or more (whether or not any custodial sentence is in fact imposed).

Our vision

Civil engineers at the heart of society, delivering sustainable development through knowledge, skills and professional expertise.

Core purpose

- To develop and qualify professionals engaged in civil engineering
- To exchange knowledge and best practice for the creation of a sustainable and built environment
- To promote our contribution to society worldwide

Diversity statement

As a membership organisation and an employer, we value diversity and inclusion - a foundation for great engineering achievement

Institution of Civil Engineers
One Great George Street
Westminster
London SW1P 3AA
UK

T: +44 (0)20 7665 2344
E: epa@ice.org.uk
W: ice.org.uk

Institution of Civil Engineers is a Registered Charity in England & Wales (no 210252) and Scotland (SC038629).

