

Railway Engineering Design Technician Version 1.0 End-point Assessment application form

Version 1.0 is for apprenticeships started before 20 August 2020. Please read the [relevant guidance](#) before completing this form.

If you started your apprenticeship after 21 August 2020, please use the application form for [Railway Engineering Design Technician version 1.1](#).

Apprentice to complete section 3 in addition to section 2 if applying for End-point Assessment with ICE membership and Engineering Technician registration (EngTech MICE).

Section 1 - To be completed by Employer

Apprentice's name	
Your name	
Employer	
Position held	
E-mail	
I can confirm that in agreement with the training provider the above-named apprentice has demonstrated satisfactory completion of all aspects of the knowledge, skills and behaviours for the apprenticeship, including Level 2 maths and English, and is ready to undertake their EPA. I confirm that appropriate certification of the above are submitted with this application. I also confirm that any copies of certificates provided with this application are true copies.	
Signature:	Date:

Section 2 - To be completed by the apprentice

This is an application for: Please Select

About you

Title First name Family name

Membership number (if already an ICE member) or non-member number Date of birth DD/MM/YY

Unique Learning Number*

UKPRN number

*If you do not know your ULN please ask your training provider

Nationality Gender

Home address

Postcode

Country

Home phone

Mobile

Email (Please note that all communication from ICE about your application will be made using this email address. We will update your ICE record if it currently shows a different email address.)

Employer

Job Title

Department

Date employment started

Business address

Postcode

Country

Business phone

Details of training provider

Name of training provider

Contact name

Contact e-mail address

Training provider address

Postcode

Contact no

Your education details

You must provide a copy of your certificate for each qualification listed below. If you do not yet have the certificate for your apprenticeship qualification you must provide confirmation from your training provider that you have passed the qualification pending award of the certificate.

Awarding College/University (in order attained)	Qualification (BTEC, HNC, BEng, BSc etc)	Course title	Attendance type (Full, Part time, sandwich etc)	Grade (Pass, Disc, 1 st , 2:1 etc)	Start date (mm/yy)	End date (mm/yy)

Diversity Data

I have answered the diversity questions online in MyICE "My Profile"	<input type="checkbox"/>
I do not wish to share my diversity data with ICE at this time	<input type="checkbox"/>

Individual requirements

<input type="checkbox"/>	<p>Individual requirements may include disabilities, specific learning difficulties (such as dyslexia), temporary conditions, and security clearance, or you are unable to attend your EPA on a certain date or time or a preference for an in-person EPA.</p> <p>If you have a disability or medical condition, then we would normally expect written evidence together with an explanation of any specific requirements to be provided with your application.</p> <p>If there is any reason why you are unable to sit your EPA on a specific date or time, please provide this information below and ICE will do its utmost to accommodate your request.</p> <p>If you fail to advise us, we will not be able to take these into account during or after your EPA.</p> <p>If you are requesting an in-person EPA, please include a short description of your intended travel arrangements (and ideally its carbon footprint) with your application.</p> <p>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.</p>

Structured reports

Please provide your three short structured reports in the boxes below. This section must be signed by an EngTech, IEng or CEng registrant to verify that the work described is your own. Each report should be 450-500 words long. Please refer to the [guidance document](#) for more information.

1. Give an example of a project or task where you solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used. Tell us about any scientific, technical or engineering principles you used and how you reported or made recommendations on what you did to your employer or other people involved such as clients or suppliers. Include anything you did to prevent harm to people, equipment or data.

2. Give an example of how you have identified, planned, and organised the resources needed to effectively complete a project, explaining how you took into consideration cost, quality, safety and any environmental impact. Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome.



3. Give an example of how you have behaved ethically, for example by complying with your professional Code of Conduct, how you keep in touch with developments in your technical area and how you have continued to develop your knowledge and skills.

I verify that the above-named apprentice has carried out the work described in the above structured reports.

Name		Grade	
Signature		Professional Institution	

EPA session and format

EPA application deadlines can be found [here](#). You should indicate below the session you wish to apply for and your preference for an online or in-person EPA.

Please enter the EPA session you wish to apply for e.g., L6 xx – xx January

Please select your EPA preference:

Choose an item.

Technical specialism

Please select one option from each of the tables below. Your selection allows ICE to match one of your Assessors to your main area of work and one to your main employment type.

Table A – Area of technical specialism (please select only one)

Bridges		Dams / Reservoirs	
Environmental planning / engineering		Buildings, Structures	
Airports		Water Supply / Sewage treatment / Drainage and pipelines	
Geology, Geotechnical and Ground Engineering, Tunnelling		Railway Systems and infrastructure	
Offshore Engineering		River, Coast, Marine, Docks and Harbours	
Transportation Planning		Highway & Traffic Engineering	
Regeneration and Development		Energy Services	

Table B – Employment type (please select only one)

Contracting and Construction		Consultancy and Design	
Academic Research		Infrastructure Owner / Client	

Apprenticeship Certificate

If I am successful at my EPA, I confirm that ICE can request my apprenticeship certificate directly from the Government's Apprenticeship Assessment Service.

Supporting information

What else do we need from you with your application?

	A letter from your training provider on headed paper confirming award of the NVQ and BTEC elements of your Railway Engineering Design Technician Apprenticeship. They should state the title and level of your award and its start and completion date and confirm that you have passed the appropriate qualification(s) for your apprenticeship.
	Copies of your Portfolio of Evidence Index and sign-off sheets
	A recent passport size photograph of yourself

General Data Protection Regulation (GDPR)

The Institution of Civil Engineers maintains data for all EPA applications. This will be used confidentially for normal purposes including assessments, quality assurance checks, the payment of fees and the issuing of certificates to successful candidates.

To fulfil its assessment obligations, ICE will, from time to time, have to share relevant data with other organisations involved in the delivery of registered apprenticeship standards including your employer, training provider, the relevant External Quality Assurance Organisation, the Institute for Apprenticeships and Technical Education and any other body identified under Education and Skills Funding Agency rules as requiring access to EPA data.

Personal data relating to ICE membership, including EPA application data, may be stored securely in perpetuity for historical purposes. Personal data relating to non-members applying for the EPA only will be held for 6 years. For more information on how and why we collect and use personal data and your rights as an individual please review the [ICE Privacy Notice](#).

I have read the above guidance and understand that I am applying for my EPA with ICE.

Signature		Date	
-----------	--	------	--

Please submit your application via the [EPA portal](#), if you are experiencing issues with portal, please call us on +44(0)20 7665 2344 or email epa@ice.org.uk.

Section 3 – Application for ICE Membership and Engineering Council registration (EngTech MICE)

To be submitted at the same time as sections 1 and 2 of this form if you wish to be assessed for EngTech MICE at the same time as your EPA.

Approved qualification for EngTech registration

I have provided evidence that I hold a qualification which is approved for EngTech registration	
---	--

Sponsors

Your application for EngTech MICE must be supported by two sponsors, who each must complete and submit a statement of support. One sponsor will be your 'lead sponsor', who must be a professionally qualified member of ICE and registered with the Engineering Council as EngTech, IEng or CEng.

Please refer to the [statement of support](#) as it provides guidance on who is eligible to sponsor your application. You will then need to ask those you have selected to complete a [statement of support](#) and upload it to the EPA [sponsors portal](#) by the appropriate deadline and before you submit your application - [see here](#) for the deadlines. You must ensure they have done this before you submit your application.

Name (BLOCK CAPITALS)	Name of Professional Institution	Membership number	Member grade
(Lead sponsor)	Institution of Civil Engineers		

Continuing Professional Development (CPD) records

I confirm I have attached my CPD records in line with Appendix C of the guidance for this apprenticeship.	
---	--

Publication

If my application for ICE membership is successful, I am happy for my name to be published on a list of successful candidates on the ICE website .	
--	--

Unspent convictions

No person with an unspent conviction relating to a serious criminal offence 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](#) and have it signed by your sponsors, and include in the PDF of your application. A member of staff will contact you directly and in confidence.

Important undertaking to be signed by the apprentice

On passing my EPA, I also apply for admission as a Technician Member of the Institution of Civil Engineers and professional registration with the Engineering Council as an Engineering Technician and, in accordance with Admission Procedure 3, understand that [my name will be published](#). I promise that in the event of my admission I will be governed by the Royal Charter, By-laws, Regulations and Rules of the Institution and I will accept as final and binding the decisions of the Trustee Board.

I also promise to promote the object of the Institution to foster and promote the art and science of Civil Engineering and to attend meetings as often as I conveniently can. I declare the information in this application to be complete and correct. I confirm that if I have an unspent criminal conviction, I have informed ICE about it and provided the information required.

I agree that the College(s) and/or Universities from which I graduated may release details of my qualifications to the Institution of Civil Engineers and I agree that if any of the qualifications I have claimed are found to be false, the Institution of Civil Engineers may inform any other interested third parties such as my employer, any other professional bodies of which I am a member and any qualifying body from which I claimed a false qualification, and the Institution of Civil Engineers may also provide copies of the documents containing these false details to these other interested third parties.

I also understand that if any of the qualifications I have claimed are found to be false my application will be rejected, and the Institution will notify the person(s) supporting my application of the reason why my application has been rejected. I agree that the Institution of Civil Engineers may contact employers and other parties connected with my application to verify the information provided.

General Data Protection Regulation (GDPR)

The Institution of Civil Engineers (ICE) and Thomas Telford Ltd (TTL) maintain data on all members. We also maintain data on non-members who use our services. This will be used confidentially for normal purposes, including subscription and donation collection, mailing of publications, contract fulfilment when purchasing TTL products and services and notification of conferences and events. Your name and grade will be displayed on our online Members' Directory.

Members based outside the UK may have their data transferred to International Country representatives for administration of local events in their country of residence. Member data will also be shared with the ICE Benevolent Fund.

Personal data relating to ICE membership may be stored securely in perpetuity for historical purposes. Personal data relating to non-members and/or TTL customers will only be held for as long as needed to fulfil the purpose for which it was collected.

For more information on how and why we collect and use personal data and your rights as an individual please review the [ICE Privacy Notice](#).

I declare the information in this application to be complete and correct.

Signed:		Date:	
----------------	--	--------------	--

Please submit your application via the [EPA portal](#), if you are experiencing issues with portal, please call us on +44(0)20 7665 2344 or email epa@ice.org.uk.