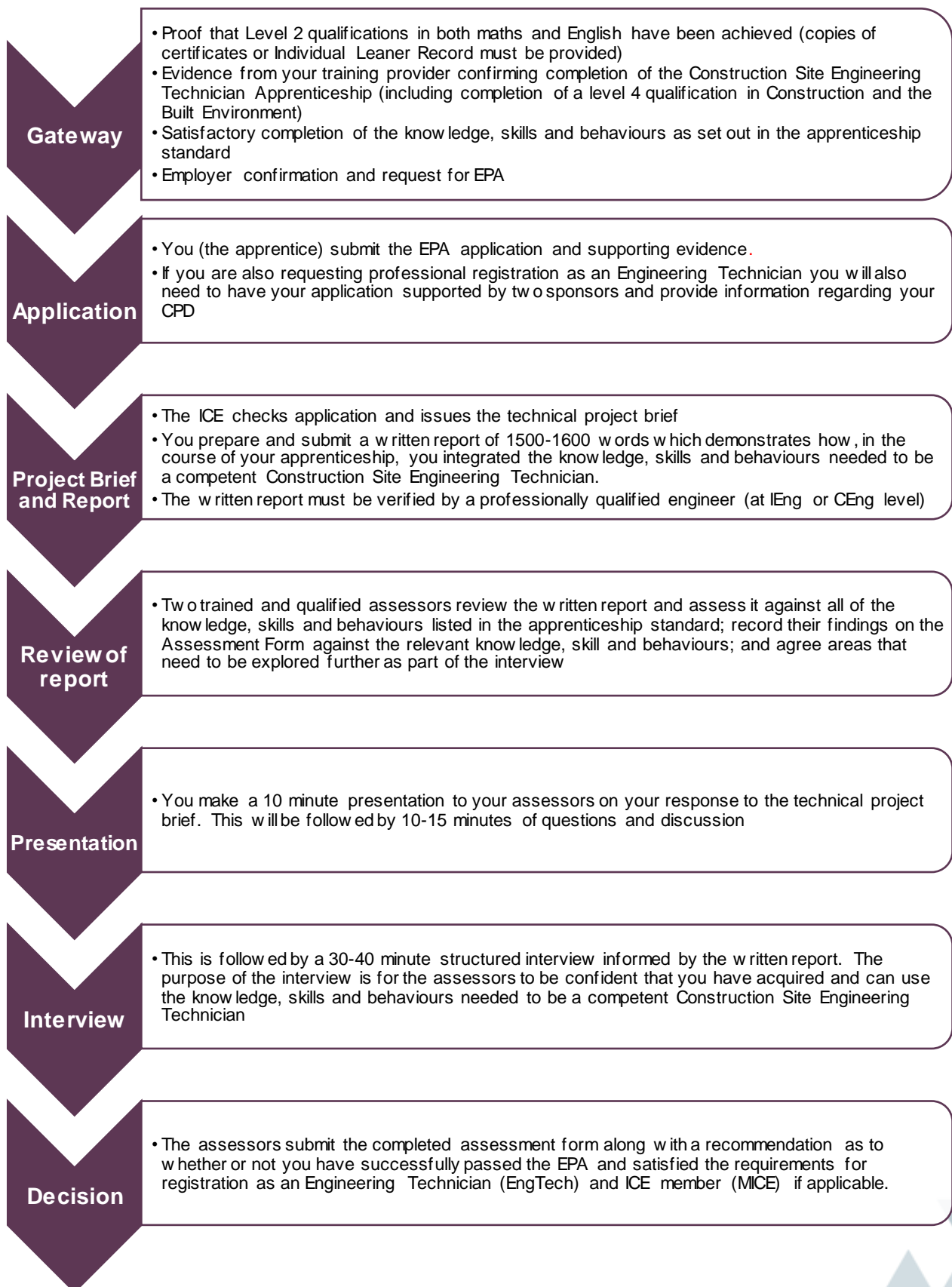


Construction Site Engineering Technician Apprenticeship - Level 4

End Point Assessment guidance

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Introduction

This document provides detailed guidance for the End Point Assessment (EPA) for the [level 4 Construction Site Engineering Technician Apprenticeship \(ST0046\)](#) starting before 30 June 2022.

This document also explains in [Appendix D](#) what to submit if you want 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) will need to have successfully completed all aspects of your apprenticeship and completed maths and English at Level 2.

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, who will need to sign the statement on your EPA application form confirming you have satisfactorily completed all aspects of your apprenticeship, including the knowledge, skills and behaviours and achieved at least a Level 2 qualification in maths and English. They must confirm that you are ready to undertake the EPA before you submit your application to ICE. Without this evidence any submitted EPA application will be considered invalid.

If you are also applying for professional registration as an Engineering Technician, you will also need to complete section 3 of the [application form](#) and provide additional documents, including sponsors and Continuing Professional Development (CPD) records. Please refer to [Appendix D](#) for details.

Applying for your End Point Assessment

The majority of EPAs will be held online, although you can now express a preference for an in-person EPA in your application.

In-person End Point Assessment

ICE prioritises online EPAs as it allows the Institution to offer more frequent and more flexible options to apprentices and because it delivers substantial carbon savings. However, we recognise some apprentices have individual requirements that mean an in-person EPA is a much better option for them.

You must indicate on your application and provide details of those individual requirements when you apply if requesting an in-person EPA. Please see [Appendix C](#) for more information.

Application deadlines and EPA dates

You can specify when and how you would like your EPA day to take place on your application form. Please [visit the ICE website](#) for further information.

It is your responsibility to check that 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.

Full details of the online EPA process can be found in our [online guidance](#).

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 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 certificate for a level 4 qualification in Construction and the Built Environment which is approved by ICE as meeting the educational requirements for EngTech MICE¹. If you do not yet have the certificate the letter from your training provider (see below) must confirm that you have passed the qualification pending award of the certificate
- A letter from your training provider on headed paper stating 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
- Evidence of your achievement of level 2 Maths and English

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

Submitting your application

All documents must be submitted 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 statement 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.

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

¹ Typically this will be the Pearson BTEC Level 4 HNC Diploma in Construction and the Built Environment. If you have completed a different course as part of your apprenticeship, please contact us at epa@ice.org.uk with your course details for advice before applying for your EPA.

Payment

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.

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](#).

EPA details

We will provide you with the names of your two assessors, as well as the time and date of your EPA in an email no later than six weeks prior to the date of your EPA. This notification will also include the deadline for you to submit your technical 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.

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.

Deferral

If you wish to defer your application after receiving confirmation of the date of your EPA you must let ICE know immediately on +44 (0)20 7665 2344 or at epa@ice.org.uk.

Any deferral requests must be supported by a statement from your employer.

Technical project brief

You will be provided with your technical project brief 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 would you 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 [online EPA guidance](#).

If your EPA is online, you will be asked to upload a copy of your presentation to ICE 48 hours before your EPA, this will be made available to your assessors prior to your EPA.

If your EPA is in-person you should give your assessors hard copy handouts of your presentation on the day of your interview. 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.

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 1500 – 1600 words; this must be a reflective account which gives:

- Between 2 - 4 examples of tasks undertaken in the course of 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

A registered member of a [Professional Engineering Institution](#) at IEng or CEng level, who works with you, must sign your written report to verify that the work described therein 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 at least three weeks before the date of your EPA.

- 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 number², 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.

The End Point Assessment

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 A](#).

² 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.

Presentation

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

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 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.

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 Construction Site 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 as to the reasons why, and this will help you to discuss your result with your employer and ICE staff.

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 resit 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. If you were also unsuccessful at the presentation element you will be issued with a new technical project brief. 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.

If you are also applying for professional registration with ICE, your sponsors must fill out a new [statement of support](#). If any of your original sponsors are unable to support your application again, you'll need to find new ones. When preparing another application, you are advised to consult with your employer or, if you are also applying for professional registration with ICE, contact the [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 apply for professional registration with ICE, contact the Membership Support Team, who can be contacted either by emailing 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

End-point assessment method	Pass criteria	Fail Criteria
<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 (K3, S3, B7) ▪ Use appropriate scientific, technical or engineering principles (K3, S3, B7) ▪ Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions (K3, K4, K6, S2, S3, S6, B7) ▪ Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact (K4, K5, K6, S4, S5, S6, B6) ▪ Work reliably and effectively without close supervision, to the appropriate codes of practice (K1, K6, S1, S6, B1) ▪ Accept responsibility for work of self or others (K4, S4, S5, B1, B6) ▪ Accept, allocate and supervise technical and other tasks (K4, K5, S4, S5, B5) ▪ Use oral, written and electronic methods for the communication in English of technical and other information (K4, K5, S3, S4, S5, B5, B6) ▪ Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially where related to diversity and equality (K4, S4, B4, B6) ▪ Comply with ICE's Code of Conduct (K1, S1, B2) ▪ Manage and apply safe systems of work (K1, S1, B1, B7) ▪ Undertake engineering work in a way that contributes to sustainable development (K2, S2, B1, B7) ▪ Carry out and record Continuing Professional Development (CPD) necessary to maintain and advance competence in own area of practice (B3) ▪ Exercise responsibilities in an ethical manner (K1, K2, S1, S2, B1, B2) ▪ Show how you have, or would, use Building Information Modelling (BIM) to access and work with data (K3, K5, S3, S5, B5, B6, B7) <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 (informed by a written report)</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 (K3, S3, B7) ▪ Use appropriate scientific, technical or engineering principles (K3, S3, B7) ▪ Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions (K3, K4, K6, S2, S3, S6, B7) ▪ Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact (K4, K5, K6, S4, S5, S6, B6) ▪ Work reliably and effectively without close supervision, to the appropriate codes of practice (K1, K6, S1, S6, B1) ▪ Accept responsibility for work of self or others (K4, S4, S5, B1, B6) ▪ Accept, allocate and supervise technical and other tasks (K4, K5, S4, S5, B5) ▪ Use oral, written and electronic methods for the communication in English of technical and other information (K4, K5, S3, S4, S5, B5, B6) ▪ Work effectively with colleagues, clients, suppliers or the public, and be aware of the needs and concerns of others, especially related to diversity and equality (K4, S4, B4, B6) ▪ Comply with ICE's Code of Conduct (K1, S1, B2) ▪ Manage and apply safe systems of work (K1, S1, B1, B7) ▪ Undertake engineering work in a way that contributes to sustainable development (K2, S2, B1, B7) ▪ Carry out and record Continuing Professional Development (CPD) necessary to maintain and advance competence in own area of practice (B3) ▪ Exercise responsibilities in an ethical manner (K1, K2, S1, S2, B1, B2) ▪ Show how you have, or would, use Building Information Modelling (BIM) to access and work with data (K3, K5, S3, S5, B5, B6, B7) <p>To pass you must demonstrate achievement of all these grading criteria.</p>	<p>Fails to provide evidence to meet all the knowledge, skills and behaviours as required in Appendix B for this assessment method</p>
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Appendix B – Mapping of EPA methodology to the Construction Site Engineering Technician apprenticeship standard

Mapping Grid

Ref	Knowledge category	Core knowledge to be assessed	Presentation Based on response to technical project brief	Structured Interview Informed by a written report
K1	Health and Safety	Understand the principles and responsibilities imposed law and other regulations in a construction environment.	✓	✓
K2	Sustainability	Understand the sustainability issues in projects across economic, social and environmental aspects.	✓	✓
K3	Engineering Principles	Understand engineering techniques, procedures and methods and the principles of design.	✓	✓
K4	Construction Management	Understand management principles and the project management lifecycle.	✓	✓
K5	Planning and Organising Work	Understand the importance of project planning and resourcing and be able to analyse different techniques.	✓	✓
K6	Monitor Quality	Able to define the quality required on a finished construction project.	✓	✓



Ref	Skills category	Core skills to be assessed	Presentation Based on response to technical project brief	Structured Interview Informed by a written report
S1	Health and Safety	Identify risk of activities and encourage all employees to demonstrate safety-conscious behaviours.	✓	✓
S2	Sustainability	Assess, identify and record the environmental impact of projects.	✓	✓
S3	Engineering Principles	Assist in the implementation of the most appropriate solutions for construction projects.	✓	✓
S4	Construction Management	Use effective management principles and be able to supervise construction workers.	✓	✓
S5	Planning and Organising Work	Understand overall plan for project and measure and record progress against plan.	✓	✓
S6	Monitor Quality	Assess and report on quality standards of finished construction projects.	✓	✓



Ref	Behaviours category	Core behaviours to be assessed	Presentation Based on response to technical project brief	Structured Interview Informed by a written report
B1	Professional Judgement	Be able to work within own level of competence and know when to seek advice from others	✓	✓
B2	Commitment to Code of Ethics	Work within Rules and Regulations of Professional Competence and Conduct for the relevant PEI	✓	✓
B3	Continuing Professional Development	Identify own development needs and take action to meet those needs. Use own knowledge and expertise to help others when requested.		✓
B4	Commitment to Equality and Diversity	Understand the importance of equality and diversity and demonstrate these attributes so as to meet the requirements of fairness at work.		✓
B5	Communicate Effectively	Be able to contribute effectively to meetings and present information in a variety of ways including oral and written.	✓	✓
B6	Work in Teams	Be able to work with others in a collaborative and non-confrontational way.	✓	✓
B7	Demonstrate Innovation	Be able to identify areas for improvement and suggest innovative solutions.	✓	✓



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.

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.

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.

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

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.

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.



Appendix D – Applying for qualified Membership of ICE (MICE and Engineering Technician (EngTech) registration

If you would like to gain qualified member of ICE (MICE) and Engineering Technician (EngTech) registration with the Engineering Council when you sit your EPA, 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 are each required to fill in 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.

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. This 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 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 need to 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

Admission Procedure 3

After receipt of your application, your name will be published on the ICE website for a minimum of 28 days in accordance with [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 Offence³ 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.

³ "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

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