



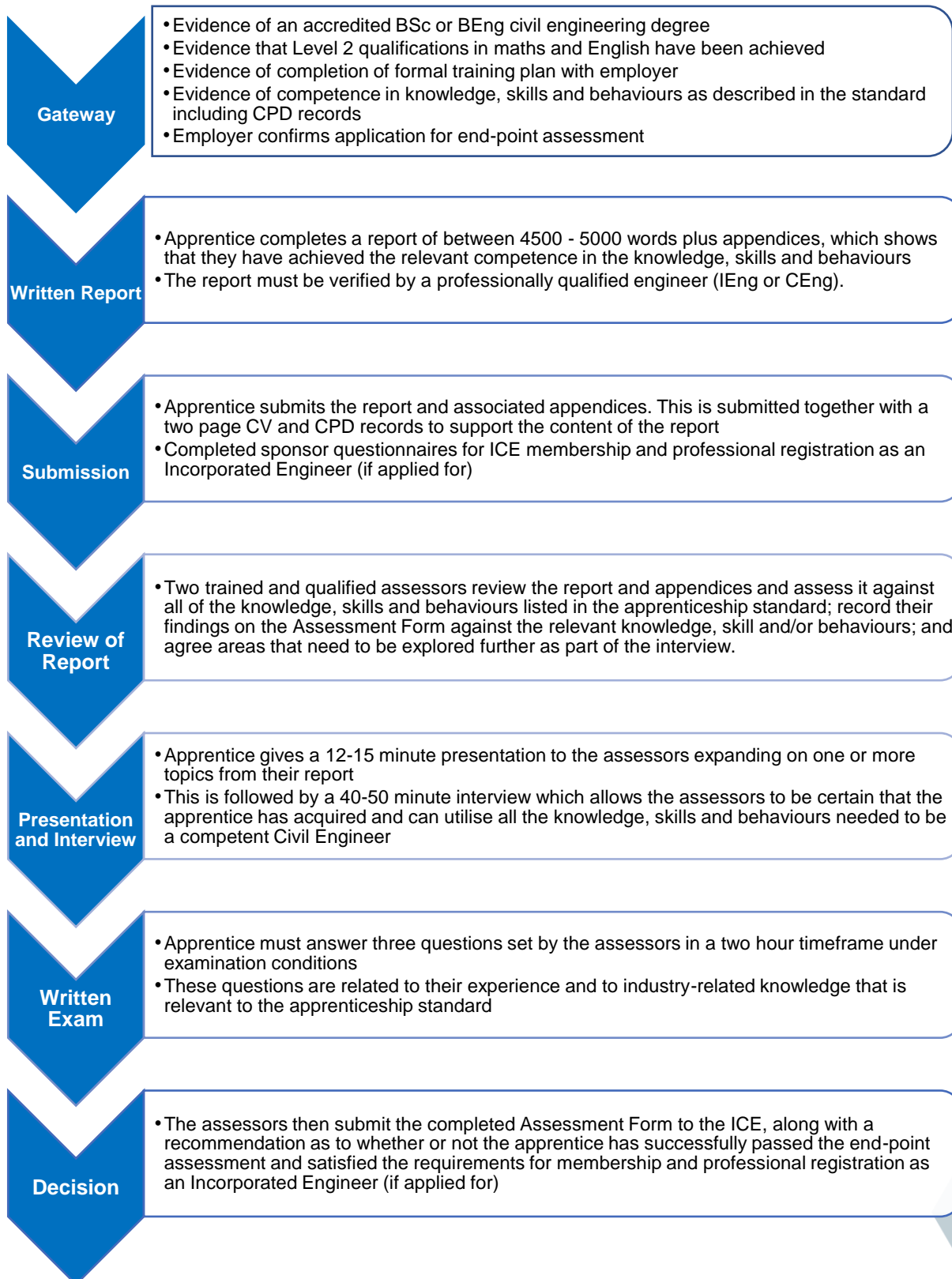
Civil Engineer Non – Integrated Degree Apprenticeship

End Point Assessment guidance and application form

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Process summary



Introduction

Before you are able to apply for your apprenticeship end point assessment (EPA), you (the apprentice) will need to demonstrate that you have successfully:

- Passed an accredited BSc or BEng civil engineering degree
- Completed all aspects of your apprenticeship
- Completed your formal training with ICE
- Completed your CPD record
- Achieved a Level 2 qualification in maths and English

The decision as to when you are ready to undertake the EPA will be made by your employer, who will need to submit an EPA application form to the ICE asking for an EPA to be undertaken.

This must be supported by evidence that you have completed your degree, apprenticeship and your formal training plan together with evidence of completion of maths and English at Level 2. Without this evidence and the application form, any EPA submission will be considered to be invalid.

The EPA process comprises the following steps:

- An EPA application
- Preparation and submission of a written report and appendices
- EPA day
 - Presentation
 - Structured interview
 - Written examination

This document provides detailed guidance for all steps of the process and contains the EPA application form.

If you have any questions, please contact the EPA team on +44 (0)207 665 2344 or epa@ice.org.uk.



EPA application

Making your application

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

- A completed EPA application form signed by your employer*
- Certified copy of certificate, course transcript or letter from the University confirming successful completion of an accredited BSc or BEng civil engineering degree
- Evidence of completion of formal training, which must be one of the following
 - ICE [Training Agreement](#) completion certificate
 - ICE [Mentor-supported training](#) completion certificate
 - ICE [Career Appraisal](#) decision letter confirming you can proceed to EPA
- Evidence of maths and English at Level 2

***Please note that your employer does not have to be an ICE member to sign your application.**

If you are applying for ICE membership and professional registration as an Incorporated Engineer (IEng MICE), you must also provide the names of three [sponsors](#) who will support your application.

Please refer to the section on sponsors on page 11 for more information.

EPA day location

You can specify where you would like your EPA day to take place on your application form.

Individual requirements

Details of any individual requirements you would like taken into account for your EPA must be outlined in section 2 of the application form together with any written evidence.

For example, if you have a Specific and Defined Learning Disability, or if there are restrictions on what you can discuss about a particular project you have worked on.

Submitting your application

To submit your application, your employer must email a single PDF file of no more than 5mb to epa@ice.org.uk.

Upon receiving your application, ICE will check it for completeness and contact you and your employer to acknowledge receipt and, if necessary request any missing documents.

Payment

Arrangements for the EPA day will not be confirmed until payment has been made by the training provider.

The assessment process

EPA day details

After we receive your EPA application, supporting documents and payment you will be given the names of your two assessors, as well as full details of the time, date and venue of your EPA day. Under no circumstances should you contact your assessors.

Conflict of interest

The 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) 207 665 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.

Written report

The report should be written in your own words and must include:

- A cover page/contents
- Your report, including –
 - A two-page CV
 - Appendices
- Continuing Professional Development (CPD) records
- A photograph of you

Your report must be between 4500 - 5000 words long (not including Appendices, CV or CPD) and should be presented in an ordered manner. It will demonstrate how you have achieved the relevant knowledge, skills and behaviours during your apprenticeship as set out in [Appendix B](#).

It is essential that you emphasise your responsibilities and experience, addressing the knowledge, skills and behaviours in accordance with the grading criteria (see [Appendix A](#)).

You should expand on the decisions you made; the problems you met; and the occasions when you gained unusual or extensive experience and learned valuable lessons.

The report should focus on one or two projects in which you played a significant role and you must clearly indicate your role in any relevant aspects of the projects you have worked on.

You must give the background to the important decisions that you were responsible for, or made a significant contribution to, and demonstrate where you have exercised independent judgement as an engineer and a practising professional.

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.

CV

Your report should include a brief, two-page CV, which gives an indication of the size and financial value of projects undertaken and your role and responsibilities in each project. This will not be included within the 5000 word limit.

Appendices

Numerical analyses, cost data, drawings or other relevant additional documentation should be included as appendices to support the content of your report. They are not included in the word count.

Your appendices should include no more than:

- Three A3 drawings
- Twelve A4 sides of additional information, including any relevant calculations

Please note: Exceeding this may result in your assessors declining your submission.

Photograph

You should include a recent passport photograph with your report (PDF or Jpeg).

CPD records

CPD records show us the training and development activities you have done and the objectives you have set to continue working as a skilled and competent engineer.

You need to submit the following CPD records with your report:

- Development action plan (DAP) – This will detail your personal development objectives for the current/forthcoming year. For example, completing your apprenticeship and learning a new skill
- Personal development record (PDR) – This should include a minimum of 30 hours of effective learning per year for a minimum of three years. It should describe all the training you have undertaken. For example, courses, briefings, toolbox talks and further reading

These records must include current formal training related to health safety and welfare. For more information, please read our [CPD guidance](#).

Submitting your report

Your report must be submitted in a single PDF file electronically to epa@ice.org.uk at least three weeks before the date of your EPA day. Your submission must be sent in the following format:

- 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 number*, initials, surname and EPA date – for example, J.B.BLOGGS_10.10.15
*This is the same number that we gave you when you completed your Training Agreement, Mentor-Supported Training or Career Appraisal
- The submission cover page must include –
 - A recent photo of you
 - Your signature and membership number
 - The signature of the person who has verified your

report and the date of signing

- 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 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 EPA day

The EPA day comprises of:

- A presentation
- [A structured interview](#)
- [A written examination](#)

Presentation

Your EPA interview will begin with a 12 - 15-minute presentation to your assessors based on one or more topics, of your choosing, covered in your written report. You should provide an in-depth description of what you have done, highlighting your involvement.

You are encouraged to use visual aids to illustrate your presentation, but they should be no larger than A3. You can use a laptop computer or tablet, but external power supplies will not be provided.

Structured interview

Your presentation will be followed by an interview, lasting between 40-50 minutes, which will seek to confirm that you have achieved the required level of competence as set out in the [Apprenticeship Standard](#). The assessors will ask at least one question on each of the following topics which will be contextualised to your individual experience:

- Knowledge and understanding of engineering principles – questions about engineering principles such as structural and ground responses, the properties of material and their behaviour as part of integrated systems, civil engineering design and mathematical modelling
- Technical and practical application of engineering – questions about the use and validation of digital solutions and data gathering tools such as building information modelling, site investigation and construction techniques, provision of integrated solutions
- Management and leadership – questions about planning for effective project implementation, planning, budgeting, and organisation, managing teams and developing staff, best practice methods of quality management and continuous improvement.
- Commercial ability – questions about managing the balance between quality,

cost and time, client and end user needs, budgeting, procurement, contract management, commercial and financial risks, satisfying legal and statutory obligations

- Health, safety, and welfare – questions about safe systems of work, assessing and controlling risk, health safety and welfare legislation and best practice.
- Sustainability and environment – questions about the impact of civil engineering infrastructure in its construction, management and use and the tools used to assess sustainability and environmental impact
- Interpersonal skills and communication – questions exploring examples of technical and non-technical presentations, reports, working as part of a team, presenting, and discussing proposals.
- Professional commitment – questions about client confidentiality, codes of conduct, continuing professional development

You will not know the outcome of the presentation and interview ahead of taking the written examination.

Written examination

You will be set three questions by your assessors and you will have two hours to answer all three. The questions will be on:

- Management
- Health and Safety
- Sustainability and Environment

These will be based on your experience as outlined in your CV and written report, and industry-related knowledge relevant to the standard.

You will complete the written examination under exam conditions, supervised by an invigilator. You will only be allowed to bring in 2 sides of A4 (hard copy) as reference material. For more information on please see Appendix E.

EPA outcome

To be successful at the EPA you must demonstrate achievement of all the grading criteria. See [Appendix A](#) for further information.



Results

We will let you know when we will email you the EPA result. If you are unsuccessful, we will provide you with feedback at the same time as you are informed of the result.

If you are [applying](#) for membership of ICE and professional registration, providing you select the tick-box on the application form, if you are successful your name will be published on [ICE's website](#) and will subsequently appear on the ['New Civil Engineer' website](#).

Re-sitting

If you are unsuccessful, you must apply to re-sit within 12 months of your original EPA, and you must retake the whole EPA. You do not have to retake the whole apprenticeship again in order to re-sit the EPA.

When you re-sit, you 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 assessor feedback on areas where you did not demonstrate competence, as detailed in your result letter.

If you are applying for professional registration with ICE, your sponsors must fill out a new [sponsor questionnaire](#). If any of your original sponsors are unable to support your application again, you'll need to find new sponsors.

Your lead sponsor must also provide an additional statement on their questionnaire telling us what you have done to prepare for your re-sit. When preparing another application you are advised to consult with your employer or, if you are also applying for professional registration with ICE, please contact the [Membership Recruitment 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 Recruitment Team, who can be contacted either by emailing membershiprecruitment@ice.org.uk or by calling +44 (0)121 237 3648 / 3649.

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



Membership of ICE and Professional Registration as an Incorporated Engineer (IEng)

If you wish to become a member of ICE and registered with the Engineering Council you must also complete and sign section 3 of the application form and provide details of three sponsors.

Please note that if successful you will be registered at IEng level and required to pay the relevant [Engineering Council entry fee](#) and subsequent annual fees, as well as an annual [ICE Member subscription fee. You will be notified in your result letter when you can use the designatory letters.](#)

Sponsors

Your application must be supported by three sponsors who can confirm your suitability for membership. Your sponsors must each fill out a [sponsor questionnaire form](#), and return it to sponsors@ice.org.uk before your EPA application is submitted. It is your responsibility to ensure that these have been completed.

It is important that you read the sponsor questionnaire form before you select your sponsors as it provides guidance on 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 they must be an ICE Member or Fellow registered at IEng or CEng level. Your other sponsors do not have to be an ICE Member or Fellow but must be registered members of a [Professional Engineering Institution](#) at 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
- We recommend that your lead sponsor is someone who was involved in your IPD process – your supervising civil engineer for example – but this is not mandatory

Admission Procedure 3

[Your name](#) will be published on the ICE website for a minimum of 28 days in accordance with [Admission Procedure 3](#).

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 submit with your completed application. A member of staff will contact you directly and in confidence.

*"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).

Appendix A – EPA grading

End-point assessment method	Pass criteria	Fail Criteria
<p>Structured interview supported by the written report, CV, CPD records and presentation</p>	<p>Provides evidence of knowledge, skills and behaviours required in Appendix B to:</p> <ul style="list-style-type: none"> ▪ Maintain and extend a theoretical approach to the application of technology and engineering practice (K1, K2, S3) ▪ Use an evidence based approach to problem solving and be able to contribute to continuous improvement (K4, S5) ▪ Identify, review and select techniques, procedures and methods to undertake engineering tasks (K1, S4) ▪ Contribute to the design and development of engineering solutions (K3, S4) ▪ Implement or construct design solutions and contribute to their evaluation (K1, S1) ▪ Plan for effective project implementation (K8, S8) ▪ Manage the planning and organization of tasks, people and resources (K6, S8) ▪ Manage teams and develop staff to meet changing technical and managerial needs (K7, S9) ▪ Manage quality processes (K5, S8) ▪ Identify the limits of personal knowledge and skills (B7) ▪ Exercise independent engineering judgment and take responsibility (S1, S9) ▪ Prepare and control budgets (K6, S8) ▪ Use knowledge of statutory and commercial frameworks within own area of responsibility and have an appreciation of other commercial arrangements (K8, S6, S8) 	<p>Fails to provide evidence to meet all the knowledge, skill and behaviour requirements as required in Appendix C for this assessment method</p>

	<ul style="list-style-type: none"> ▪ Maintain a knowledge of legislation, hazards and safe systems of work (K5, S2, S6) ▪ Manage risks (K6, S7) ▪ Manage health, safety and welfare within own area of responsibility (S7, B5) ▪ Maintain a knowledge of sustainable development best practice (K1, S2) ▪ Manage engineering activities that contribute to sustainable development (S1, S2) ▪ Communicate well with others at all levels including use of English orally and in writing. (K8, S10, B4) ▪ Discuss ideas and plans competently and with confidence (K8, S10) ▪ Maintain personal and social skills (S9, B3, B4) ▪ Manage diversity issues (S9, B1) ▪ Understand and comply with the Professional Engineering Institution's code of conduct (K9, B6) ▪ Plan, carry out and record Continuing Professional Development and encourage others (S11, B8) ▪ Engage with the Professional Engineering Institution's activities (K9, S11) ▪ Demonstrate appropriate professional standards, recognizing obligations to society, the profession and the environment (K9, B1, B2, B6) ▪ Exercise responsibilities in an ethical manner (K9, B6) <p>To pass you must demonstrate achievement of all these grading criteria.</p>	
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<p>Written examination</p>	<p>Provides evidence of knowledge, skills and behaviours required in Appendix C to:</p> <ul style="list-style-type: none"> ▪ Communicate well with others at all levels including use of English orally and in writing (K8, S10) ▪ Discuss ideas and plans competently and with confidence (K8, S10) ▪ Plan for effective project implementation (K8, S8) ▪ Manage the planning and organization of tasks, people and resources (K6, S8) ▪ Manage teams and develop staff to meet changing technical and managerial needs (K7, S9) ▪ Prepare and control budgets (K6, S8) ▪ Use knowledge of statutory and commercial frameworks within own area of responsibility and have an appreciation of other commercial arrangements (K8, S6, S8) ▪ Maintain a knowledge of legislation, hazards and safe systems of work (K5, S2, S6) ▪ Manage risks (K6, S7) ▪ Manage health, safety and welfare within own area of responsibility (S7, B5) ▪ Maintain a knowledge of sustainable development best practice (K1, S1, S2) <p>To pass you must demonstrate achievement of all these grading criteria.</p>	<p>Fails to provide evidence to meet knowledge, skills and behaviours as required in Appendix C for this assessment method</p>
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Appendix B – Mapping of EPA methodology to the civil engineer non-integrated degree apprenticeship standard

Mapping Grid

Ref	Core knowledge to be assessed	Interview	Written Exam
K1	The principles and techniques used to evaluate the impact of civil engineering infrastructure on society and the environment taking account of its construction, management and use. This includes the importance of welfare, health, safety and sustainability. Examples include: knowledge and understanding of environmental impact assessment, building information modelling taking into account the context of sustainability, CEEQUAL (a sustainability assessment tool used for the assessment of all types of civil engineering, infrastructure, coastal protection works, coastal landslides, sewerage and drainage systems, and public realm projects and contracts) the environmental impact of materials, integrated transport systems, water quality and supply as well as urban drainage systems for a sustainable built environment.	✓	✓
K2	The mathematical, scientific and engineering principles, methods and modelling that underpin the design and construction of civil engineering infrastructure. This will include understanding structural and ground responses, properties of materials and their predicted behaviour as part of integrated systems. Examples include, knowledge of the design and construction of buildings, transportation systems, water and wastewater networks, foundations and temporary works, coastal protection, understanding slope stability, retaining walls, ground water movement, elastic/plastic and failure behaviour of materials such as concrete, steel, asphalt and timber, behaviour of structural elements such as beams, land surveying and formulating applicable mathematical solutions through suitable software.	✓	
K3	The use and validation of digital solutions to model, evaluate, design, build and manage civil engineering infrastructure. Examples include: knowledge of software packages including building information modelling, structural engineering design and analysis, computational fluid dynamics and finite element modelling software.	✓	

K4	A range of research techniques used to develop innovative solutions to civil engineering problems and the use of current and emerging technologies and products. Examples include: knowledge of site investigation techniques, flood risk management, materials testing, physical and numerical modelling, transport analysis, road traffic flow, growth, traffic management and safety.	✓	
K5	The design and quality standards, codes of practice, legal and regulatory frameworks, such as those of asset owners and regulatory bodies, that govern the life cycle of civil engineering infrastructure. Examples include: British Standards, Construction (Design and Management) policies, building regulations, Eurocodes, Network Rail, and nuclear industry standards.	✓	✓
K6	The principles and techniques of effective project management including resources, cost management and risk assessment. Examples include: knowledge of project and contract management in terms of cost, quality, performance and continuous improvement; procedures and processes involved in procuring projects, producing tenders and estimates and factors that affect profitability; management structures and relationships involved in project delivery; commercial and financial risks; project management systems and procedures for forecasting, planning, allocating and controlling human, material and financial resources; continuous quality improvement strategy.	✓	✓
K7	How to manage teams and develop staff to meet changing technical and managerial needs. Examples include: knowing how to build teams, effective team working, time management, reviewing and appraising performance in relation to delivery of civil and infrastructure engineering projects and related wider operations. Using change-management techniques to address client changes and impacts on civil engineering design and delivery.	✓	✓
K8	How to communicate effectively through reports, drawings, specifications, presentations, digital media, and discussions with those both inside and outside the industry.	✓	✓
K9	The professional and ethical codes of conduct and associated responsibilities as set out by the relevant professional engineering institution.	✓	

Ref	Core skills to be assessed	Interview	Written Exam
S1	Evaluate the impact of civil engineering infrastructure on society and the environment taking account of its construction, management and use. Examples include: the ability to use the CEEQUAL toolkit, carry out environmental impact assessments, designing and constructing the built infrastructure to ensure that it is safe, usable, appropriate and cost effective.	✓	✓
S2	Proactively consider welfare, health, safety, and sustainability in the life cycle of civil engineering infrastructure.	✓	✓
S3	Apply mathematical, scientific and engineering principles, methods and modelling to the design and construction of civil engineering infrastructure. Examples include: the design, construction and maintenance of buildings, transportation systems, water and wastewater networks, foundations and temporary works, understanding slope stability, retaining walls, ground water movement, coastal works, elastic/plastic and failure behaviour of materials such as concrete, steel, asphalt and timber, behaviour of structural elements such as beams, land surveying.	✓	
S4	Use and validate digital solutions to model, evaluate, design, build and manage civil engineering infrastructure. Examples include: ability to use building information modelling, structural engineering design and analysis, computational fluid dynamics and geospatial information systems software.	✓	
S5	Develop innovative solutions to civil engineering problems through the use of research techniques, market intelligence and best practice. Examples include: ability to use of range of research methods to collect and analyses data to draw well-founded practical conclusions for implementation, applicable research strategy and methodology, literature searches.	✓	

S6	Interpret and apply design and quality standards including codes of practice, legal and regulatory frameworks, in the development of civil engineering solutions. Examples include: planning, designing, construction and maintenance of buildings and infrastructure in compliance with current codes, standards and legislation, industry regulations, the use of Risk Assessment Method Statements.	✓	
S7	Manage and apply safe systems of work including taking responsibility for own obligations for health, safety, and welfare issues, assessing and controlling risk, working with health, safety and welfare legislation and best practice. Examples include: recognise the health and safety aspects of civil and infrastructural projects as well as assess associated risks and identify appropriate safety measures in site work and for undertaking construction works. Apply the principles of civil engineering and construction business risk management.	✓	✓
S8	Manage the planning, budgeting and organisation of tasks, people and resources through the use of appropriate management systems, working to agreed quality standards, project programme and budget, within legal contractual and statutory requirements.	✓	✓
S9	Manage teams and develop staff to meet changing technical and managerial needs.	✓	
S10	Communicate effectively through reports, drawings, specifications, presentations, digital media, and discussions with those both inside and outside the industry.	✓	✓

S11	Carry out and record the continuing professional development necessary to maintain and enhance knowledge and competence as a civil engineer.	✓	
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Ref	Core behaviours to be assessed	Interview	Written Exam
B1	Be aware of the needs and concerns of others, especially in relation to diversity and equality.	✓	
B2	Demonstrate reliability, integrity, and respect for confidentiality.	✓	
B3	Be confident and flexible in dealing with new and changing interpersonal situations.	✓	
B4	Create maintain, and enhance productive working relationships.	✓	
B5	Demonstrate a strong commitment to health, safety and welfare.	✓	
B6	Demonstrate a personal commitment to professional and ethical standards, recognising your obligations to society, the profession and the environment.	✓	✓
B7	Demonstrate self-awareness of knowledge and skills and only undertake work that you are competent to do.	✓	
B8	Take responsibility for personal development, demonstrating commitment to learning and self- improvement and be open to feedback.	✓	



Appendix C – Individual requirements

We're committed to making reasonable adjustments to our EPA process to accommodate specific individual requirements. Individual requirements may include disabilities and security clearance.

You need to tell us about these requirements in the space provided in your EPA application form. We will also need to see any evidence, like certified documents or statements.

Disability or sensory impairment

In line with the Equality Act 2010, we will make whatever 'reasonable adjustments' are required for candidates 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.

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 – Written examination advice

This is a two-hour test of your knowledge, skills and behaviours to work competently as a Civil Engineer. Your assessors will draft three questions and you must answer all of them.

The questions will be unique to you, based on your areas of experience, and appropriate to your level of work-based knowledge and responsibility. However, you will still need an appreciation of broad industry and society-related topics, which you should try to gain through your experience at work, general reading, CPD study and discussions with colleagues.

You are expected to show you can develop ideas and support them with reasoned opinion. Your answer should follow a logical structure, either as an essay or report. It does not have to be a polished article, but consistent with a 'first draft'.

You are advised to prepare a plan for your written examination although this will not be marked. A plan will help you formulate a coherent argument, and can help your assessors to see your thought process.

You will only be allowed to bring in 2 sides of A4 (hard copy) as reference material, you will not be allowed to bring any other hard copy reference material or access any other information.

Written Examination Assessment

Please refer to the [grading criteria in Appendix A](#).

Use of laptop computers

You may use your own laptop to complete the written examination. Please read the following guidance for using laptops in the written examination:

- The use of the internet on any mobile device or computer is not permitted during the written examination
- There will be an invigilator/s present throughout the written examination
- You will be asked at the start of the written examination to put all mobile devices on silent and place them on the table in front of you
- You will only be allowed to bring in 2 sides of A4 (hard copy) as reference material, you will not be allowed to bring any other hard copy reference material or access any other information
- Where the invigilator is concerned that the internet is being used they will make you aware of their concerns, record what was observed and pass this information to your assessors
- Your assessors may use this information in the marking of your written examination or other relevant aspects of the Standard
- We will not be able to help if you experience technical problems with your own equipment. If there is a problem, you will be given a maximum of 60 additional minutes to complete the written examination. In exceptional circumstances, you can submit work that has been partly hand-written and partly done on computer
- At the end of the written examination, the invigilator will ask you to download your work on to a USB or upload to a secure site, so you must ensure that your laptop allows this

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, and without acknowledgement of the original author. Plagiarism should be avoided at all stages of your EPA, including reports, drawings, presentations and the written examination.

Plagiarism is taken seriously by the ICE. Should there be concerns with your behaviour during the written examination or with the content of your answers ICE will investigate including using plagiarism detection software.

In addition, should the invigilator have concerns with your behaviour during the written examination or your assessors raise concerns with the content of your written examination your response will automatically be put through the plagiarism detection software. If this shows significant levels of similarity with any unattributed sources you will be contacted by the ICE and asked to provide an explanation.

Your assessors will be provided with a copy of the plagiarism report and your response. Your assessor may use this information in the assessment of your written examination and the knowledge, skills and behaviours of the End Point Assessment.

Here are some guidelines to help avoid plagiarism:

- Do not 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 is assumed to be common knowledge – for example, standard equations that are in the public domain

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.



Employer to complete section 1

Apprentice to complete section 2 if applying for end-point assessment only

Apprentice to complete sections 2 & 3 if applying for ICE membership and registration with Engineering Council

Section 1 - To be completed by Employer

Apprentice's name:	
Your name:	
Employer:	
Position held:	
E-mail:	
I can confirm that _____ has demonstrated satisfactory completion of all aspects of their apprenticeship, including having achieved at least a Level 2 standard in maths and English, has completed their formal training and is ready to undertake their EPA	
I can confirm that certification of the above are submitted with this application	
Signature:	Date:

Section 2 - To be completed by the apprentice

This is an application for:

About You

Title

First name

Family name

Membership number*

Date of birth DD/MM/YY

* This is the same number that we gave you when you completed your Training Agreement, Mentor-Supported Training or Career Appraisal

Nationality

Gender

Home address

Postcode

Country

Home phone

Mobile

Email

Employer

Job title

Department

Date employment started

Business address

Postcode

Country

Business phone

Details of training provider

Name of training provider

Contact name

Contact email address

Training provider address

Postcode

Contact no



Individual requirements

Applicants with disabilities, specific learning difficulties (such as dyslexia), and temporary conditions, including pregnancy, can apply for special arrangements for their EPA. Please provide details in the box below, together with any written evidence. See Appendix D for further information.

If you have any mobility requirements please also record these in the box below.

ICE will do its utmost to accommodate your request. If you fail to advise us, we cannot take these into account after the EPA has taken place.

EPA location

Please indicate where you would like to sit your EPA:

Technical specialism

Please note that we will endeavour to match one of your assessors to your area of technical specialism and the other to your employment type.

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

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

Table B – Employment type

Contracting / Construction		Consultancy / Design	
Academic Research		Infrastructure Owner / Client	
Asset and Facilities Management			

Supporting information

What else do we need from you with your application for an EPA?

- Evidence from your training provider confirming completion of all elements of the Civil Engineer Degree apprenticeship
- Evidence of an accredited BSc or BEng civil engineering degree
- Evidence of completion of formal training
- Evidence of maths and English, at Level2

General Data Protection Regulation (GDPR)

The Institution of Civil Engineers and Thomas Telford Ltd 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.

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.

We may wish to use this information to inform you of professional knowledge products that ICE and TTL provide such as training, books, journals and model engineering contracts. To join our mailing list please opt in:

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	
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Section 3 - Professional Registration (IEng MICE)

Sponsors (for ICE membership and registration with the Engineering Council)

Your application for ICE qualified membership and professional registration must be supported by three sponsors, who each must complete and submit a sponsor questionnaire. One sponsor will be your 'lead sponsor', who must be a professionally qualified member of ICE and registered with the Engineering Council at the same grade or higher than the one you are applying for. Please refer to the [sponsor questionnaire](#) as it provides guidance on who is eligible to sponsor your application.

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

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 and on the New Civil Engineer website	
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Important undertaking to be signed by the apprentice

If my EPA is successful I will apply for admission as a Member of the Institution of Civil Engineers and professional registration with the Engineering Council as an Incorporated Engineer 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 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 and Thomas Telford Ltd 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.

Overseas members 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.

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Signature		Date	
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Please return directly to ICE by email to epa@ice.org.uk

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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London SW1P 3AA
UK

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E: membership@ice.org.uk
W: ice.org.uk

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