



Railway Engineering Design Technician Apprenticeship Level 3 Version 1.0

End Point Assessment Guidance

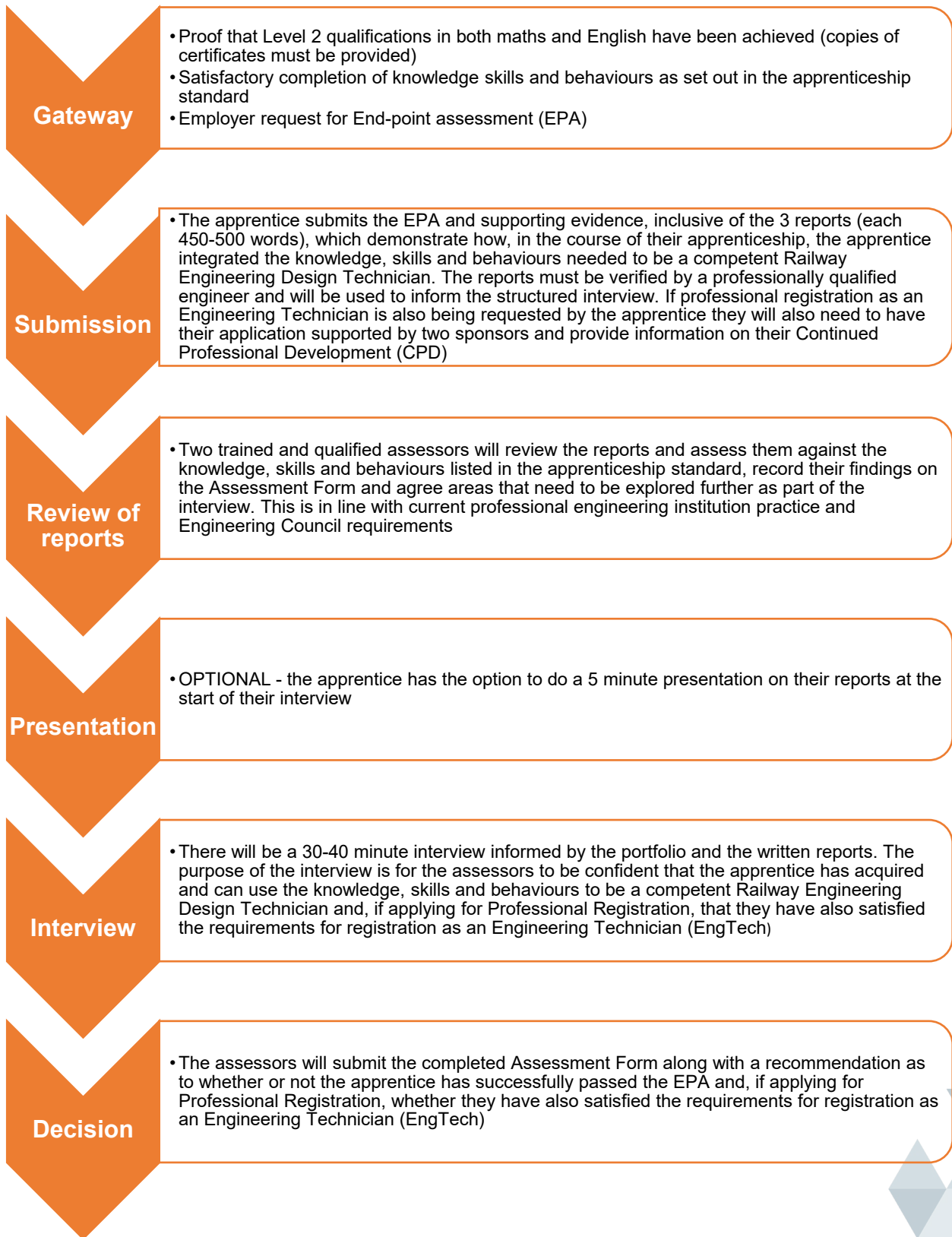
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Process summary



Introduction

This document provides detailed guidance for the End Point Assessment (EPA) process for version 1.0 of the [level 3 Railway Engineering Design Technician apprenticeship \(ST0315\)](#).

This version applies if you began your apprenticeship before 20 August 2020. If you started your apprenticeship after 21 August 2020, you must follow the guidance for [version 1.1](#).

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

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

EPA Gateway and Application

Before you apply for your apprenticeship End-point Assessment (EPA), you (the apprentice) must have successfully completed all aspects of your apprenticeship.

The decision as to when you are ready to undertake the EPA will be made by your employer and your training provider and formalised in a letter signed by the employer, the training provider and the approved assessment authority(ies).

Your EPA application form must be supported by evidence that you have completed all of the NVQ and BTEC elements of your apprenticeship and achieved level 2 maths and English¹.

The EPA, which includes an interview, will be based on two elements

- A portfolio of evidence signed off by the Independent Assessment Authority(ies) as meeting the required standard
- Three short structured reports (integrated into your application form) which demonstrate that you can apply your knowledge, skills and behaviours in an integrated way. Each report should be 450-500 words long.

In the three short reports you will need to answer the following three questions and demonstrate that you can work in an integrated way bringing together knowledge, skills and behaviours to be assessed in your EPA (see [Appendix B](#)):

¹ For those with an education, health and care plan or a legacy statement, the apprenticeship's English and mathematics minimum requirement is Entry Level 3. British Sign Language (BSL) qualifications are an alternative to English qualifications for those who have BSL as their primary language.

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 body's 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

These reports are integrated into your EPA application form and must be counter signed by a registered member of a Professional Engineering Institution (EngTech, IEng or CEng) who must verify that the work described has been carried out by you.

If you are also applying for professional registration as EngTech MICE, you will need to provide some additional documents, Sponsors forms and CPD records. Please see [Appendix C](#) for more information.

Applying for your End Point Assessment

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.

Application deadlines and EPA dates

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

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

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

In-person End Point Assessment

ICE runs both online and in-person EPAs: online offers greater flexibility and supports carbon savings.

You will be able to indicate your preference when applying, but we may need to allocate you to the other interview format depending on the assessors you are matched with.

We recognise some candidates will have specific individual requirements and we will of course do our best to meet any such needs. Please see [Appendix A](#) for more information.

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

Membership Number or non-member account

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

EPA application

The EPA process comprises the following steps:

- An EPA application
- EPA day
 - Optional Presentation
 - Structured interview

Application content

You (the apprentice) will need to send us:

- A completed [application form](#) which includes your three structure reports, verified as your own work by an EngTech, IEng or CEng registrant.
- 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 your ULN number, the title and level of your award and its start and completion date and confirming that you have passed the appropriate qualification(s) for your apprenticeship.
- Evidence of your achievement of level 2 maths and English² (or [equivalent](#))

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

- Copies of your Portfolio of Evidence Index and sign-off sheets
- Any appendices to your three structured reports – showing examples of your work (copied from your portfolio), to help your assessors assess your competence. This may be cost data, drawings (no more than three pages), risk assessment, assessment reports, or other documents, depending on the tasks you perform and their output. No more than 10 pages of appendices in total
- A recent photograph of yourself (JPEG or PDF format)

If you are applying for EngTech MICE with your EPA, please refer to [Appendix C](#) for more information. You will also need to complete section 3 of the application form and provide sponsors and CPD records.

Submitting your application

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

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

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

Gateway completion

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.

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

Payment

ICE will request payment for your EPA directly from the training provider, which must be received before your EPA day. If payment is not received we may still allow your EPA to take place but no result will be issued until payment has been made. Our EPA team 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 A](#).

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 session and format

You need to indicate the session you wish to apply for and your preference for online or in-person EPA. Please visit the [ICE website](#) for the session details.

Apprenticeship certificate

As the End Point Assessment Organisation (EPAO), ICE is required to request your completion certificate from the Institute for Apprenticeships and Technical Education (IfATE). We require your approval to be able to make this request on your behalf if you are successful at your EPA.

Applying for Professional Registration

If you are applying for EngTech MICE with your EPA, you will also need to ensure that your qualification is approved for EngTech registration, complete section 3 of the application form and provide additional information – see [Appendix D](#) for details.

The Assessment Methods

Keeping to the assessment timeline

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

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

Deferrals

ICE may agree to defer the EPA (i.e. to reschedule it) if exceptional circumstances prevent you from submitting your presentation / report on time or from attending the EPA day.

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

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

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

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

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

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

Setting the EPA interview date

Subject to satisfying all gateway checks, we will provide you with the names of your two assessors, as well as the time and date of your EPA, in an email approximately four weeks prior to the date of your EPA.

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.

Unless you have opted for an in-person EPA, your EPA will be held online via MS Teams. For more details see our [online EPA guidance](#).

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)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.

Initial assessment

Your application will be reviewed by your assessors against the knowledge, skills and behaviours listed in [Appendix B](#) and they will agree on the areas that need to be explored further in the interview.

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

The End Point Assessment Day

To be successful your assessors must both be satisfied that you have met all the knowledge, skills and behaviours listed in [Appendix B](#).

You have the option of giving a five-minute presentation at the start of the interview. You will be able to present this onscreen via MS Teams [as per our guidance](#). If you choose to make a presentation you must upload a copy of it to the [EPA portal](#) 48 hours before your EPA, this will be made available to your assessors prior to your EPA.

If your EPA is in-person, you will deliver your presentation seated across the table with visual aids no larger than A3. 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.

The interview normally lasts between 30 to 40 minutes. The purpose of the interview is for the assessors to be confident you have acquired and can use the knowledge, skills and behaviours needed to be a competent Railway Engineering Design Technician.

All mobile devices must be switched off prior to the start of the interview. The recording of the interview is prohibited.

Results

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

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

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

Re-sitting

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

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

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

Appeals

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

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

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

Appendix A – 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 your EPA on a certain date or time or to travel for an in-person EPA.

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

Disability or sensory impairment

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

Listed below are some examples of reasonable adjustments made

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

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

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

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

Security-mindedness and security clearance

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

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

- Make your report non-site specific – for example do not state that the facility was on the Sellafield site or on the Hinkley site or that the asset serves a critical function to the site or country, or is or was vulnerable to various threats

- Do not state building numbers or names – it is sufficient to say ‘nuclear facility’ or ‘nuclear store’
- Remove site and building names from drawings or snapshots of models
- Do not include photographs or other images which reveal the location of buildings and facilities
- Avoid stating, or showing in drawings or extracts from models, technical details (such as wall thickness) which may reveal security-sensitive information

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

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

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

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 should 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 the 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 the ICE and asked to provide an explanation.

Collusion

In the context of your submission, 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 from ICE Membership.

If an allegation of plagiarism or collusion is made relating to your application for membership, your result may be delayed 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 B – Knowledge, skills and behaviours to be assessed

	Assessment Methods
K1. The different techniques and methods used to design infrastructure, systems and equipment for use by rail transport systems.	
K1.1 How ideas and requirements are converted into engineering specifications and designs. This is likely to include knowledge of BIM and CAD and the limitations and advantages of such tools.	Centre marked assignments/tests
K1.2 Discipline specific methods for surveying, constructing, installing, testing and inspecting.	Centre marked assignments/tests
K1.3 Industry codes, company standards/procedures, contracts and specifications (for example BS, NWR, GRIP, RIA and LU standards) and when each applies.	Portfolio of evidence
K1.4 Approaches to technical assurance which will include checking and approval processes.	Portfolio of evidence
K2. The appropriate scientific, technical and engineering principles relating to rail transport systems.	
K2.1 The fundamental principles in track, civil engineering, structures, traction, signalling mechanical and electrical equipment and plant and how each of these interface with the others	Centre marked assignments/tests
K2.2 Basic electrical and mechanical engineering theory.	Centre marked assignments/tests
K2.3 Basic materials science.	Centre marked assignments/tests
K2.4 Mathematical and scientific knowledge and techniques used to support the design process.	Centre marked assignments/tests
K2.5 The principles, theories and parameters of design including risk and failure modes and how these can be mitigated.	Centre marked assignments/tests
K3. How to work effectively and contribute to engineering solutions by the correct use of resources and time.	
K3.1 Quality management and assurance systems as applied to the design process	Portfolio of evidence
K3.2 Project management systems, tools and techniques as applied or appropriate	Centre marked assignments/tests
K3.3 Change and document control procedures including EDMS	Portfolio of evidence
K3.4 Time management within overall programme of work	Portfolio of evidence
K3.5 The commercial, construction and technical constraints on a design	Portfolio of evidence
K4. How to communicate effectively using a range of techniques.	
K4.1 Different communication methods (drawings, reports, presentations etc.) and when to use each one.	Centre marked assignments/tests
K4.2 Structure of technical reports and how to write them.	Portfolio of evidence

K4.3 Technical drawing conventions and engineering terminology.	Centre marked assignments/tests
K4.4 Collaboration platforms and effective team working	Portfolio of evidence
K5. The code of conduct of relevant professional bodies and institutions.	
K 5 Knowledge of the Code of Conduct and the responsibilities it imposes on the individual	Portfolio of evidence
K6. Safe working practices and how to comply with them,	
K6.1 Relevant health and safety legislation including CDM The range of procedures (HSE, client, company) that apply and how they interact	Centre marked assignments/tests
K6.2 Assessment and mitigation of risks to health and safety	Centre marked assignments/tests
K6.3 Typical hazards associated with designing for and working on the rail system (e.g. personal track safety, safe lifting and manual handling and electrical safety and possession management)	Personal Track Safety Certificate
K7. Sustainable development and their own contribution to economic, environmental and social wellbeing	
K7.1 The contribution of rail transport to a country's sustainability.	Centre marked assignments/tests
K7.2 Awareness of company and client sustainability and environmental policies and their impact on design	Portfolio of evidence
K7.3 Awareness of Environmental Impact Assessment.	Portfolio of evidence
K8. Sources of and approaches to CPD	
K8.1 Appraisal schemes including appropriate training and development plans	Portfolio of evidence
K8.2 CPD obligations and competency requirements	Portfolio of evidence
K9. Ethics and their application in design by which we mean understanding	
K9.1 Protection of client confidentiality	Portfolio of evidence
K9.2 Adherence to corporate policies on ethics and diversity	Portfolio of evidence
S1. Use appropriate scientific, technical and engineering principles, techniques and methods to contribute to the design of infrastructure, systems and equipment for the rail transport system.	
S1.1 Locate and apply technical information and standards	Portfolio of evidence
S1.2 Draft produce and check calculations, drawings, plans, schedules, specifications and reports to the required format and necessary standard.	Portfolio of evidence
S1.3 Operate and use appropriate software systems for CAD, BIM and Project Management	Portfolio of evidence
S1.4 Assist with site survey and inspections	Portfolio of evidence
S2. Work effectively and contribute to produce engineering solutions by the correct use of resources and time.	
S2.1 Contribute to identifying, analysing, developing, optimising and finalising solutions to engineering problems	Portfolio of evidence

S2.2 Read and interpret design documents, check requirements and ensure standards are met	Portfolio of evidence
S2.3 Follow technical procedures	Portfolio of evidence
S2.4 Work within programme and to budget	Portfolio of evidence
S3. Manage work and maintain the quality of their own work and that of others. By which we mean, they can:	
S3.1 Assess the task to be done, plan/schedule work and manage time	Portfolio of evidence
S3.2 Maintain the flow of information so work can be completed on time	Portfolio of evidence
S3.3 Prioritise and decide when to allocate work to other people	Portfolio of evidence
S3.4 Check work at an appropriate level and against appropriate standards and specifications	Portfolio of evidence
S3.5 Organise, participate in and record meetings	Portfolio of evidence
S3.6 Protect client confidentiality	Portfolio of evidence
S3.7 Adhere to corporate policies on ethics and diversity	Portfolio of evidence
S4. Communicate effectively within a team using a range of techniques, and the correct terms.	
S4.1 Use “Office” type applications such as spreadsheets, word processors and presentation packages.	Portfolio of evidence
S4.2 Present information to technical and non-technical audiences	Portfolio of evidence
S4.3 Write technical reports to agreed standards and formats	Portfolio of evidence
S4.4 Produce drawings and technical specifications to agreed standards and formats	Portfolio of evidence
S4.5 Clearly communicate their ideas and questions verbally using the correct terms	Portfolio of evidence
S4.6 Use appropriate systems to communicate with colleagues and clients.	Portfolio of evidence
S4.7 Can record and communicate messages with correct level of urgency	Portfolio of evidence
S5. Keep themselves and others safe by adhering to safe practices.	
S5.1 Identify hazards and assess risks	Portfolio of evidence
S5.2 Follow safe systems of work	Portfolio of evidence
S5.3 Hold appropriate competency certifications	Portfolio of evidence
S5.4 Adhere to all company safety policies	Portfolio of evidence
S6. Undertake engineering design work in a way that contributes to sustainable development.	
S6.1 Contribute to the sustainable elements of the design process	Portfolio of evidence
S6.2 Contribute to Environmental Impact Assessment	Portfolio of evidence

S7. Maintain their own skills base and learning.	
S7.1 Identify training needs and set out training action plans	Portfolio of evidence
S7.2 Maintain evidence of competence achievement	Portfolio of evidence
S7.3 Evaluate achievements and review against development needs	Portfolio of evidence
S7.4 Comply with the code of conduct set out by their institution	Portfolio of evidence



Appendix C – Applying for qualified Membership of ICE and Engineering Technician Registration (EngTech MICE)

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

You must also complete and sign section 3 of the application form and provide:

- Your Continuing Professional Development (CPD) records
- Details of two sponsors who are each required to fill in statement of support

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

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

Approved qualification for EngTech registration

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

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

Continuing Professional Development records

Your CPD records show us the training and development activities you have done 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 undertaken

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

Sponsors

Your application must be supported by two sponsors who can confirm your suitability for ICE membership. They must each complete a sponsor's [statement of support](#) and upload it to the [EPA sponsors portal](#) and 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 on who is eligible to sponsor your application and what they are required to do.

You must select one sponsor to be your 'lead sponsor' and one to be a supporting sponsor. The lead sponsor must be an ICE Member or Fellow registered as EngTech, IEng or CEng, 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 reports, advice on your presentation and arrange practice interviews

If you do not pass your first EPA and have to apply for a re-sit, 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 and contact our Membership support team at membership@ice.org.uk for advice.

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 ICE's [Admission Procedure 3](#).

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

Unspent convictions

No person with an unspent conviction relating to a Serious Criminal 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](#) and have it signed by your sponsors, and submit with your completed application. A member of 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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