

# Civil Engineering Technician (Version 1.0) End-point Assessment application form

Membership

Version 1 is for apprenticeships started before 13 July 2021. Please read the [relevant guidance](#) before completing this form.

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

## Section 1 - To be completed by Employer

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

## Section 2 - To be completed by the apprentice

This is an application for: Please Select

### About you

Title	First Name	Family Name

<b>Date of Birth</b>	
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<b>Membership number (if already an ICE member) or non-member number</b>									
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<b>Unique Learning Number*</b>										
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<b>UKPRN number</b>									
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\*If you do not know your ULN please ask your training provider

<b>Nationality</b>		<b>Gender</b>	
<b>Home address</b>			
<b>Postcode</b>		<b>Country</b>	
<b>Home phone</b>		<b>Mobile</b>	
<b>Email - (Please note that all communication from ICE about your application will be made using this email address. We will update your ICE record if it currently shows a different email address.)</b>			

<b>Employer</b>	
<b>Job Title</b>	
<b>Department</b>	
<b>Date employment started</b>	

<b>Business Address</b>			
<b>Post code</b>		<b>Country</b>	
<b>Business phone</b>			

### Details of training provider

<b>Name of Training Provider</b>			
<b>Contact name</b>			
<b>Contact e-mail address</b>			
<b>Training provider address</b>			
<b>Post code</b>		<b>Contact number</b>	

**Are you progressing to another apprenticeship or further education?** If you are required to complete your apprenticeship to allow you to progress to higher level apprenticeship, or further or higher education please provide details below, this will allow ICE to ensure that your EPA is completed to allow progression.

Click or tap here to enter text.

### Your education details

You must provide a verified copy of your certificate for each qualification listed below.

If you do not have your certification you must provide a screenshot from the Pearson portal which lists the units you studied and their marking grade, together with a letter from your training provider on company header paper stating the level of your award and its start and completion date, confirming that you have passed the appropriate qualification for your apprenticeship.

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

### Diversity Data

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

### Individual requirements

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

## EPA session and format

EPA application deadlines can be found [here](#). **Applications for End Point Assessment can be submitted via the [EPA portal](#) until 31 May 2024. From 1 June 2024 applications will only be accepted if they have been submitted by your Training Provider using the ACE360 platform.**

You should indicate below the session you wish to apply for and your preference for an online or in-person EPA, as noted in the EPA guidance you can indicate your preference when applying, but we may need to allocate you to the other interview format depending on the assessor you are matched with.

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

Please select your EPA preference:

Choose an item.

## Technical specialism

Please select one option from each of the tables below. Your selection allows ICE to match one of your Assessors to your main area of work and one to your main employment type. Select the options that best match the areas described in your report as this also informs the choice of the Technical Project brief.

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

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

**Table B – Employment type (please select only one)**

Contracting and Construction	<input type="checkbox"/>	Consultancy and Design	<input type="checkbox"/>
Academic Research	<input type="checkbox"/>	Infrastructure Owner / Client	<input type="checkbox"/>

## Apprenticeship Certificate

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

## Supporting information

What do we need from you with your application?

<input type="checkbox"/>	Evidence of achievement of level 2 Maths and English <sup>1</sup> (or equivalent)
<input type="checkbox"/>	A copy of your academic qualification(s) if applicable. This should be your qualification certificate, if you do not yet have the certificate you should provide a letter from your training provider on company header paper together with a screenshot from the Pearson portal which lists the units you studied and their marking grade stating the title and level of your award, its start and completion date. This can be included with the Gateway completion letter (see below).
<input type="checkbox"/>	A letter from your training provider on headed paper stating that you have met each of the Knowledge, Skills and Behaviours of the (Apprenticeship standard title), (version number) and confirm you are now ready to move on to Gateway. The letter should include your name, ULN number and date of birth.

## General Data Protection Regulation (GDPR)

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

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

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

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

<b>Signature</b>		<b>Date</b>	
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<sup>1</sup> 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.

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

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

### Approved qualification for EngTech registration

I confirm I hold a qualification which is approved for EngTech registration	<input type="checkbox"/>
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### CPD records

I confirm I have attached my CPD records in line with Appendix D of the <a href="#">guidance</a> for this apprenticeship.	<input type="checkbox"/>
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### Sponsors

Your application for EngTech MICE must be supported by two sponsors, who each must complete and submit a statement of support. One sponsor will be your 'lead sponsor', who must be a professionally qualified member of ICE and registered with the Engineering Council at the same grade or higher than the one you are applying for.

Please refer to the [statement of support](#) as it provides guidance on who is eligible to sponsor your application. You will then need to ask those you have selected to complete a [statement of support](#) and upload it to the [EPA sponsors portal](#) by the appropriate deadline and before you submit your application – please check the relevant dates in the End-point Assessments section of our published Key membership dates - [see here](#). You must ensure they have been submitted before you apply.

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 <a href="#">ICE website</a>	<input type="checkbox"/>
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### Unspent convictions

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

If you have an unspent conviction relating to a serious criminal offence, please complete [this form](#) and have it signed by your sponsors, and include in the PDF of your application. A member of staff will contact you directly and in confidence.

## Important undertaking to be signed by the apprentice

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

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

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

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

## General Data Protection Regulation (GDPR)

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

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

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

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

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

<b>Signed:</b>		<b>Date:</b>	
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