

Technical Project Brief Preparation Guidance

WHAT IS A TECHNICAL PROJECT BRIEF (TPB) ?

The technical project brief is selected for you by the ICE. It sets out a scenario and some questions which are relevant to your discipline and are similar to tasks that you might undertake in your day to day work.

ICE will send you the TPB at least six weeks before your EPA day.

WHAT DO I NEED TO PRODUCE?

To meet the project brief you will have to undertake some research and analysis and produce a 10-minute presentation on the work that you have done. The presentation must include:

- A project plan explaining what you need to do to complete the technical project brief within the timeline
- At least 2 options that you considered and explain what the chosen option was and why you chose it
- Relevant calculations and drawings
- A review of your work – what worked, what didn't, what obstacles you had to overcome and what you'd do differently next time.

Remember to include -

- the scientific or engineering principles you had to consider
- relevant legislation and standards
- health and safety considerations
- any environmental or sustainability concerns or opportunities

This is a plan for **your** work to complete the TPB and prepare your presentation.

You can use CAD or hand sketches for your drawings.

This is the most important part!

How did you get to your conclusion?

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HOW LONG SHOULD I SPEND ON IT?

You should spend around 25-30 hours on preparing your response to the TPB.

This will include research, analysis, and preparing material for the presentation.

The response to the project brief must be all your own work but you can seek advice and guidance from your colleagues or course tutor.

WHAT HAPPENS ON THE DAY?

You will start with your presentation; this should last no more than 10 minutes. This is to show case your response to the TPB.

The assessors will then spend 10-15 minutes asking questions about your response to the TPB.

The assessors will then move onto the structured interview. This section lasts for 30-40 minutes, and they will ask you questions based upon your experience as provided in your Report.

You will share this with your assessors online or across the table if at a physical EPA

The assessors will check that you have met all the Knowledge, Skills and Behaviours for the apprenticeship standard you are completing.

WHAT IF I'VE APPLIED FOR EngTech MICE?

Your EPA interview will automatically cover the EngTech attributes

The EngTech attributes have been mapped to the apprenticeship requirements, so your EPA interview will be no different if you are applying for EngTech MICE as well.

WHEN DO I GET THE RESULTS?

ICE will email you your result around 6-8 weeks after the EPA day.