

# Roles and responsibilities for delivering Civil Engineering Degree Apprenticeships

This document sets out guidance<sup>1</sup> for apprentices following, and employers and training providers delivering, Civil Engineering Trailblazer Apprenticeship programmes.

(The End Point Assessment Organisation is ICE and will be referred to as 'ICE' throughout.)

## Employer role and responsibilities

### Practical period (before gateway)

The practical period is the training delivery period, where new knowledge, skills and part of the apprenticeship where the apprentice is in training: off-the-job training continues up until the point when the apprentice passes through gateway.

End Point Assessment (EPA) is a vital part of an apprenticeship and should be planned for at the start of an apprenticeship programme.

It is also important that the employer supports the apprentice in gaining a professional qualification (IEng MICE) as part of their apprenticeship which can be achieved when sitting EPA. This requires planning and commitment from both the employer and the apprentice from the outset.

To support their understanding of the apprenticeship and EPA, and to inform their gateway decisions employers should:

- understand the requirements of the apprenticeship [standard and assessment plan](#) from the Institute for Apprenticeships and Technical Education's (IfATE) website
- read the [EPA guidance](#) published on ICE's website
- tell the apprentice about EPA at the start of the programme
- ensure you and the apprentice know the registered End Date of the apprenticeship to allow for completion of all elements of the apprenticeship, including EPA
- make sure the apprentice fully understands the requirements of Initial Professional Development (IPD) completion: the apprentice needs to complete a formal ICE training programme via an ICE Training Agreement, or Mentor supported training in order to apply for professional registration at IEng level at EPA
- ensure the apprentice is registered on an ICE Training Agreement ([ICE Training Scheme](#)) or [Mentor Supported Training](#) at the earliest possibility and assign an appropriate Supervising Civil Engineer (SCE) or ICE approved Mentor
- ensure that the apprentice is gaining the correct depth and breadth of experience throughout their apprenticeship to allow them to complete the training agreement or mentor supported training prior to EPA application: within six months following the award of the degree
- make sure that the local ICE Membership Development Officer (MDO) or Membership Manager meets the degree apprentice when making company visits
- hold quarterly reviews (tri-partite reviews) throughout training with the training provider and the apprentice, to assess their progression against Knowledge, Skills and Behaviours (KSBs). Use the KSB / IPD Attribute mapping document for cross referencing coverage
- provide regular and consistent assessment of progress to ensure that the apprentices can pass through the gateway at the appropriate time
- actively engage with ICE from the beginning of the apprenticeship, making good use of the [materials](#) ICE provides to prepare the apprentice for their EPA

<sup>1</sup> Some content in this guidance is reproduced under Open Licence from ESFA – 'Apprenticeship gateway and re-sits for end-point assessment (EPA), Roles and responsibilities for apprenticeship gateway and re-sits for end-point assessment – 31 July 2020.'

- agree a gateway date at the beginning of the apprenticeship, or at least months before the apprentice is expected to be ready to submit for EPA and share this date with both the training provider and apprentice
- keep stakeholders (apprentice, training provider and ICE) up to date concerning any changes to the original plans for gateway and EPA
- consider, and plan around factors that might reduce the apprentice's EPA window, so that the apprentice is not disadvantaged and passes through gateway in a timely manner
- inform ICE of planned gateway and EPA dates at least three months in advance to allow sufficient planning time

## Who is responsible for passing an apprentice through Gateway?

Employers have the decide on whether an apprentice should be put forward for EPA, based on whether they feel that the apprentice:

- displays occupational competence
- meets the gateway criteria
- is ready to complete their assessment

This decision is made in consultation with the training provider.

## Apprentice role and responsibilities

An apprentice cannot achieve their apprenticeship unless they take and pass their EPA. They should consider and be encouraged to gain an internationally recognised ICE Professional Qualification (IEng MICE) alongside their apprenticeship. This can be achieved when sitting EPA if they have completed ICE formal training either via a Training Agreement or Mentor Supported Training<sup>2</sup>.

The IEng (Incorporated Engineer) title is protected by law and becoming IEng-qualified shows current and future employers, clients and peers that they are a competent engineer. It also highlights that they are committed to professional standards and puts them in a stronger position when it comes to promotion and pay.

Apprentices are more likely to pass EPA if they:

- understand the relevant apprenticeship [standard and assessment plan](#) so that they have a good understanding of the knowledge, skills and behaviours (KSBs) they are required to demonstrate, and the methods which will be used to assess them
- are registered on and complete an ICE Training Agreement ([ICE Training Scheme](#)) or [Mentor Supported Training](#) prior to EPA
- understand which mandatory qualifications they need to take as part of their apprenticeship and ensure they complete them
- take ownership of their journey towards EPA at the beginning of the apprenticeship
- know when they are expected to take their EPA
- stay on track with their learning and take part in progress reviews with their employer
- monitor and update their own progress: recording IPD, CPD and against the standard's KSBs
- make use of employer and training provider support
- make full use of the [materials](#) provided by ICE to prepare for EPA and [professional registration](#) as IEng
- engage in assessment of progress with employer and training provider to ensure passage through the gateway at the appropriate time

## Actions for new apprentices

- Join ICE as a Student member
- Ensure you are registered on a Training agreement with an ICE approved employer (ICE Training Scheme), or mentor supported training early into your apprenticeship
- Get to know your DE (Delegated Engineer) / SCE or Mentor and their role in your training
- Ensure you attend any ICE company visits and engage with your local ICE Membership Development Officer (MDO) or Membership Manager (MM)
- Read the KSB to Attributes [Mapping](#) document for use with IPD Online
- Get to know your [Membership Development Officer or Membership Manager](#)
- Identify your [sponsors](#) for professional registration well in advance of your application for EPA and IEng registration

<sup>2</sup> In exceptional circumstances a [Career Appraisal](#) assessment may be possible – discuss with the local ICE Membership Development Officer (MDO) or Membership Manager (MM)

## At Gateway

The apprentice has the opportunity to express their views about their readiness for gateway and EPA. To pass through the gateway and to be eligible for IEng registration, an ICE MDO or MM has to sign-off completion of IPD: this action confirms completion of formal employer training.

The apprentice is expected to sit their EPA before the end date registered with the Employment Skills Funding Agency (ESFA). Failure to do so will result in a registered 'withdrawal' from the apprenticeship.

## Training provider role and responsibilities

Training providers are jointly responsible with the employer for keeping the apprentice on track with their off the job training to ensure that the apprentice is able to sit their EPA on the planned date.

To keep apprentices on track, and to assist employers to make a good gateway decision, training providers should:

- deliver a Joint Board of Moderators' (JBM) accredited degree apprenticeship programme
- agree a proposed gateway date with the employer at the beginning of the apprenticeship (or at least three months in advance of gateway); taking into account any prior learning or additional needs of the apprentice
- plan in dates for completing the required mandatory accredited degree qualification in advance of gateway
- hold regular reviews with the apprentice to assess their progress against the assessment plan – this way the apprentice can be passed through the gateway at the right time
- familiarise the apprentice with the EPA assessment components and grade requirements
- hold regular reviews with the employer to update them about the apprentice's academic progress and development needs
- engage with ICE at the earliest opportunity including, providing ICE with details of all newly enrolled apprentices – see Data Sharing Agreement between ICE and the Training Provider
- ensure that there is time for the apprentice to use any preparatory and practice materials, or EPA support sessions provided by ICE

## ICE - role and responsibilities

Dialogue between ICE, the training provider, employer and apprentice should be initiated as early as possible after the apprentice commences their programme.

ICE should:

- take note of the proposed gateway date to facilitate resource planning for carrying out assessments
- provide assessment preparation and resources to the apprentice, to help them for EPA
- include degree apprentice meetings in the regular company visits
- sign off training agreements/mentor supported training once apprentices have completed their IPD
- conduct the EPA at an agreed date and venue
- register successful apprentices, who meet all necessary requirements, as Incorporated Engineers with the Engineering Council

## Supporting information

Information to support [apprentices](#), [employers](#) and [training providers](#) and EPA dates can be found on ICE's Apprenticeship Hub, including guidance recordings.

