

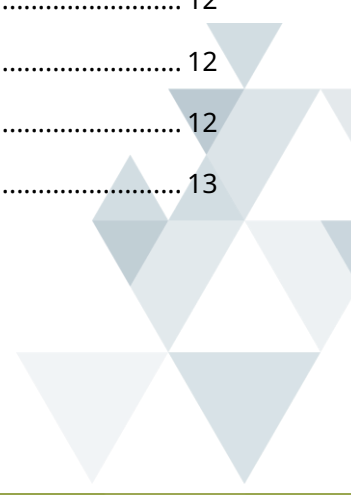


# Civil Engineering Technician Apprenticeship Level 3 Version 1.1

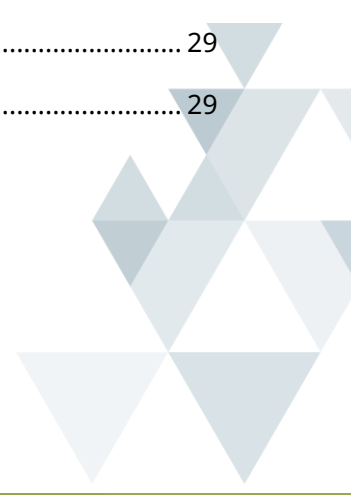
End Point Assessment guidance

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## Introduction

This document provides detailed guidance for the End Point Assessment (EPA) for Version 1.1 of the [Level 3 Civil Engineering Technician apprenticeship \(ST0091\)](#).

This version applies if you began your apprenticeship after 14 July 2021. If you started your apprenticeship before 13 July 2021 you must follow the [guidance for version 1.0](#).

This document also explains in [Appendix D](#) 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 or need assistance in preparing for your EPA, please contact the EPA team on +44 (0)20 7665 2040 or email [epa@ice.org.uk](mailto:epa@ice.org.uk).

## EPA Gateway

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

Your employer must be satisfied that you are working at or above the level set out in the [occupational standard](#). In making this decision, your employer will take advice from your training provider(s), but the decision must ultimately be made by your employer.

In addition to your employer's confirmation that you are working at or above the level in the occupational standard, you must submit the following to ICE:

- Completed application form, confirming your preferred civil engineering project subject focus for your technical project in Section 1
- Evidence of achievement of English and Mathematics at level 2<sup>1</sup> (or [equivalent](#))  
*Apprentices aged 19+ when they started their apprenticeship must submit supporting evidence from their employer if the employer has agreed to allow the apprentice onto the programme without the achievement of English and Mathematics at level 2<sup>2</sup> (or [equivalent](#))*
- Evidence of award of Pearson BTEC Level 3 National Diploma in Civil Engineering

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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.

<sup>2</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.

(603/1217/8)/National Extended Diploma in Civil Engineering (603/1216/6)<sup>3</sup>

- Your [portfolio of evidence](#) to underpin the profession discussion

ICE will process your application and check that all the gateway requirements have been met. Any information or documents which are incomplete or missing from your application will delay your EPA.

Once you have met all the gateway requirements, and the EPA fees have been paid, ICE will send you an acknowledgement letter to confirm the beginning of our EPA process. As soon as you receive your ICE acknowledgement letter you should begin working on your technical project report and presentation, you will have 6 working weeks from the date of the acknowledgement letter to submit your technical project report and presentation.

If you also intend to apply for EngTech MICE with your EPA, please follow the additional guidance in [Appendix D](#).

## Portfolio of Evidence

You must compile a portfolio of evidence during the on-programme period of your apprenticeship and submit this to satisfy the gateway requirements, the portfolio will be used to inform the questioning for the [professional discussion](#).

ICE has developed a template which you may wish to use as a guide when compiling your portfolio please contact [epa@ice.org.uk](mailto:epa@ice.org.uk) to request a copy.

The portfolio of evidence will typically contain 10 to 12 individual pieces of evidence, which must be mapped against the [Knowledge, Skills and Behaviours](#) (KSBs) to be assessed at the professional discussion (assessment method 2), evidence may be used to demonstrate more than one KSB; a qualitative as opposed to quantitative approach is suggested. You should provide a short description against each piece of evidence which explains which KSBs the evidence relates to and your involvement. Each individual piece of evidence should be no more than 3 sides of A4 in length. It is expected that the majority of the evidence will be items you have created as part of your day job.

The evidence provided must be valid and attributable to you (the apprentice) and the portfolio of evidence must contain a statement from you and your employer confirming this.

Evidence must cover the following areas:

- Using technical software to present civil engineering information

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<sup>3</sup> This should be your qualification certificate or 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 your ULN number, the title and level of your award and its start and completion date, confirming that you have passed the appropriate qualification for your apprenticeship and that they agree you have completed the Gateway for your EPA.

- Health, safety, and welfare
- Project management
- Personal and professional practice

Evidence sources may include evidence of work undertaken which may be supported by:

- Civil engineering designs
- Technical drawings
- Briefs, specifications, standards, project plans, technical reports
- CAD/BIM models
- Client or customer feedback
- Witness statements
- Employer/trainer feedback
- Initial and continuous professional development and training records
- Appraisal records
- Training course completion

This list is not definitive, other evidence sources are permissible; however, reflective accounts and self-evaluations are **not** allowed. Any employer contributions should focus on direct observation of performance (for example witness statements) rather than opinions.

The portfolio of evidence is not directly assessed as it underpins the professional discussion.

You are advised to check the mapping of the KSBs in [Appendix B](#) to see which of them are mapped to the professional discussion (assessment method 2). This will help you decide on the pieces of evidence to include in your portfolio.

## Technical Project Report and Presentation

You will be required to submit a technical project report and presentation which should appropriately cover all of the KSBs assigned to [assessment method 1](#), this will be based on a technical project brief issued to you by ICE after completion of the gateway and agreed in consultation with your employer.

The technical project brief will be based on a high-level challenge which can be met based on the skills and experience that you have gained in the workplace, and the brief will provide guidance on how to plan the project and how to present the report.

You are advised to check the mapping of the KSBs in [Appendix B](#) to see which of them are mapped to the technical project report and presentation (assessment method 1). The purpose of the technical project report is to assess your ability to integrate the range of knowledge, skills and understanding (assigned to [assessment method 1](#)) that you have acquired during your apprenticeship. It will typically

take up to 30 hours over a period of 6 working weeks to complete and must be 2,500 words +/-10%, excluding appendices.

You are also required to produce a presentation based on a summary of your technical report.

You should complete the technical project report unaided. When submitting the technical project report you and your employer must verify that the submitted project is your own work, this can be submitted in the form of a cover letter with your technical project report which is signed and dated by both you and your employer containing a short statement verifying the work to be your own.

The technical project brief will reflect a real work-based civil engineering challenge, providing a focus on an area such as:

- Bridges
- Buildings and structures
- Dams and reservoirs
- Energy services
- Environmental planning and engineering
- Geology, geotechnical and ground engineering, and tunnelling
- Offshore
- Railway systems and infrastructure
- Regeneration and development
- Research
- River, coast, marine, docks and harbours
- Transportation, traffic, and highways
- Water supply / sewage treatment / drainage and pipelines

As a minimum, your technical project report must include:

- An introduction
- The scope of the project (including key performance indicators)
  - A project plan and methodology
- Research and findings:
  - Data collection, analysis, and evaluation appropriate to the technical project and level of apprenticeship
- Reference to:
  - Relevant scientific and engineering principles
  - Relevant methods and techniques used
  - Data and/or calculations used
  - Relevant industry standards, policies, regulations, and legislations
  - Any environmental and sustainability concerns



- Project outcomes
- Conclusions
- An evaluation of your performance to determine the challenges that you faced and how you overcame them

## Appendices

You can submit appendices with your technical report. All appendices of supporting evidence must be attributable to you in full. They must be clearly referenced and labelled in your technical report. Example appendices of supporting evidence may include plans, diagrams, calculations, designs, feedback, video clips. This is not a definitive list and other sources of evidence, except self-reflection, are permissible.

## Presentation

The presentation must be created and submitted alongside the technical project report. Your presentation must cover the following:

- A summary of your technical project report
- Explanation of how and why you selected the specific techniques and criteria you applied
- Conclusion

## 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 must 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 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 ICE and asked to provide an explanation.

## Use of outside sources of information

If your assessors have concerns that you are obtaining responses to questions by other means (such as artificial intelligent (AI) software tools, search engines, contacting another person or accessing other devices), or are recording the EPA, they will make their concerns known to you and these will be reported back to ICE.

## 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.

If an allegation of plagiarism or collusion is made related to your application for the EPA, the EPA result cannot be provided until an investigation has been completed.

Plagiarism and collusion may lead to a ban on applying for membership or, for existing members, permanent expulsion as an ICE member.

## 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 ICE and an investigation undertaken, the EPA result cannot be provided until the investigation has been completed.

## 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.

## End Point Assessment

ICE run the End Point Assessments online via Microsoft Teams. Before your EPA is due to take place ICE will send communications notifying you of your EPA date, time and the invitation and joining instructions for the Microsoft Teams meeting.

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 C if this applies to you. In person EPAs can be arranged in exceptional circumstances, additional fees may be charged for these.

## 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 apprentice will need to send ICE the following:

- A completed EPA [application form](#)
- Evidence of achievement of maths and English at level 2<sup>4</sup>  
*Apprentices aged 19+ when they started their apprenticeship must submit supporting evidence from their employer if the employer has agreed to allow the apprentice onto the programme without the achievement of English and Mathematics at level 2<sup>5</sup> (or [equivalent](#))*
- Evidence of award of Pearson BTEC Level 3 National Diploma/Diploma in Civil Engineering (603/1217/8)<sup>6</sup>
- Your portfolio of evidence mapped to the KSBs for [Assessment Method 2](#)
- Evidence of any individual requirements - if applicable

If you intend to apply for EngTech MICE with your EPA, please refer to [Appendix D](#) for details. You will need to complete Section 3 of the application form and provide sponsors and CPD records. You will also need to ensure that your qualification is approved for EngTech registration.

### Submitting your application

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.

Applications can be submitted at any time throughout the year through the training provider on the ACE360 portal. Please visit the [ICE website](#) for more information.

If you experience issues with the ACE360 portal, please contact ACE360 directly.

If you wish to speak with the EPA team you can call us on +44 (0)20 7665 2040 or email [epa@ice.org.uk](mailto:epa@ice.org.uk).

### Gateway Completion and Technical Project

ICE will process your application and check that all the gateway requirements have been met. If there

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<sup>4</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.

<sup>5</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.

<sup>6</sup> This should be your qualification certificate or 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 your ULN number, the title and level of your award and its start and completion date, confirming that you have passed the appropriate qualification for your apprenticeship and that they agree you have completed the Gateway for your EPA.

are any documents or information incomplete or missing from your application, your application will not be processed until we have received these and ensured the application is compliant. Any documents or information missing from your application will delay your EPA, therefore it is important that you check your application carefully before submitting it.

Your application is complete once you have met all the gateway requirements and the EPA fees have been paid. At this stage ICE will formally acknowledge your application, you will receive an acknowledgement letter providing you with the details of your technical project, marking the beginning of the ICE EPA process. As soon as you receive your ICE acknowledgement letter you should begin working on your technical project report and presentation, you will have 6 working weeks from the date of the acknowledgement letter to submit your technical project report and presentation.

### Payment for EPA

ICE will request payment for your EPA directly from your training provider, the EPA fee must be received before ICE can make arrangements for your EPA. If payment is not received ICE cannot arrange your EPA, further delaying your EPA taking place.

## Application Form Content

### Employer Statement

This section must be completed by your employer, who must confirm that you are consistently working at or above the level set out in the [occupational standard](#) and are ready to undertake your EPA.

### Technical Project Options

The apprentice will be required to produce a technical project report and presentation which is relevant to the apprentice's role and experience. Your employer must select the most appropriate employment type (Table A) and technical specialism (Table B). Your employer will also select the most appropriate scenario and challenge they wish to assign you, the chosen scenario code must be added to the application form on Table B next to the chosen technical specialism.

Please contact the EPA team at [epa@ice.org.uk](mailto:epa@ice.org.uk) to obtain the current scenario options.

Please note that the scenarios cannot be shared with apprentices and or training providers.

### Apprentice Details

All sections of the application form must be completed, or your application will be rejected and you will be asked to resubmit the application once you have updated all the missing information.

### Training Provider

You must provide full details of your training provider, as this will help with requesting payment for your EPA.

## Education Details

List your academic qualifications in the table provided on the application form and include a copy of the qualification certificate<sup>7</sup>. Evidence of award of Pearson BTEC Level 3 National Diploma in Civil Engineering (603/1217/8)/National Extended Diploma in Civil Engineering (603/1216/6)<sup>8</sup>

## 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 in the “My Profile” section 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 diversity and inclusion policy](#).

## 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 sensory or physical impairment, or if there are commercial or security restrictions on what you can discuss about a particular project you’ve worked on, or there are reasons you are not able to attend the EPA on a certain date. 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](mailto:epa@ice.org.uk) and we will arrange a time to speak to you.

## EPA Session and Format

Applications can be submitted at any time throughout the year through your training provider on the ACE360 portal. Please visit the [ICE website](#) for more information.

An EPA date will be allocated approximately 10 weeks after ICE formally acknowledge the EPA application. EPAs will generally be held online every 2nd and 4th week of every month (*2nd week only in December*).

All applications for End Point Assessment must be submitted by your Training Provider using the

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<sup>7</sup> This should be your qualification certificate or 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 your ULN number, the title and level of your award and its start and completion date, confirming that you have passed the appropriate qualification for your apprenticeship and that they agree you have completed the Gateway for your EPA.

<sup>8</sup> This should be your qualification certificate or 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 your ULN number, the title and level of your award and its start and completion date, confirming that you have passed the appropriate qualification for your apprenticeship and that they agree you have completed the Gateway for your EPA.

ACE360 portal. We recommend that you contact your Training Provider directly to discuss submitting your application for End Point Assessment.

If you experience issues with the ACE360 portal, please contact ACE360 directly.

If you wish to speak with the EPA team you can call us on +44 (0)20 7665 2040 or email [epa@ice.org.uk](mailto:epa@ice.org.uk).

## Apprenticeship Certificate

As the End Point Assessment Organisation (EPAO), ICE is required to request your completion certificate from the Government Apprenticeship Assessment Service (GAAS). We require your permission 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 the EngTech MICE professional qualification with your EPA, you will also need to do the following:

- Ensure that your qualification is approved for EngTech registration
- Complete section 3 of the application form
- Submit 2 sponsor forms
- Provide your continuing professional development (CPD) records

See [Appendix D](#) for additional information.

## 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, if you do not submit your report and presentation by your submission deadline, or if you do not attend your EPA day (the presentation and interview), without submitting a reasonable and timely request to defer or cancel your EPA, then there may be financial penalties.

### Deferrals

If extenuating circumstances prevent you from submitting your report and presentation by your submission deadline or from attending your EPA day, ICE may agree to defer your EPA for you.

The following three criteria are acceptable grounds for requesting a deferral, subject to supporting evidence being provided:

- Medical
- Bereavement
- Local Emergency

ICE may consider situations which fall outside of these criteria if you can provide evidence to show the circumstances were 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 2040 or at [epa@ice.org.uk](mailto: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 submit your evidence for deferral, although in most circumstances we would expect that evidence to be submitted directly with the deferral request. If you fail to submit the evidence within 10 working days of your deferral request, a deferral will not be granted, and financial penalties will be imposed.

Once submitted, ICE will review your deferral request and your supporting evidence to consider whether the request is reasonable. ICE will assess the grounds you have claimed for why you will no longer meet the assessment schedule and whether you have notified ICE promptly. ICE will then advise whether a deferral will be granted. ICE will inform your employer and training provider of its decision.

You may use the ICE appeals process if you wish to challenge the decision.

### Setting the EPA interview date

Once you have met all the gateway requirements and the EPA fees have been paid ICE will send you an acknowledgement letter to confirm the beginning of the ICE EPA process.

After the acknowledgement letter, you will receive a notification letter in which ICE will notify you of your EPA date and time and provide you with the names of your two assessors. You should receive your notification letter approximately six weeks prior to the date of your EPA. Under no circumstances should you contact your assessors.

Your EPA will be held online via Microsoft Teams. For more details see our [online guidance](#).

### Conflict of interest

Your 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 must inform ICE immediately on +44 (0)20 7665 2040 or at [epa@ice.org.uk](mailto: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.

# Submitting your Technical Project Report and Presentation

Your technical project report and presentation must be uploaded to the [EPA portal](#) as a single PDF file within six weeks of you receiving your technical project scenario and challenge with your acknowledgement letter.

Your report should have a professional layout with a table of contents and appendices, if you wish you may include items such as tables of figures, lists of abbreviations etc. These will not be included as part of the word count. You may use hyperlinks to link different sections within your report document, but you cannot use hyperlinks to link to items outside of your report document.

You must ensure your report and presentation can be viewed on a laptop screen and are also printable in the correct format and are legible to read in black and white.

Your presentation should also be clearly laid out using a balance of words and graphics to explain your ideas. When including scans of drawings, ensure that they are clean and clear to read.

Your report should include a cover page with the following:

- A recent photo of you
- Your signature and membership/non-member number
- The signature of the person who has verified your report and date of signature, together with their professional title/s (if applicable)

## Initial assessment

Your technical project report and presentation will be checked by your assessors. If they conclude that your report and presentation are not of a satisfactory standard, your EPA may be deferred. You will be provided with the details of why your submission is not satisfactory and what you must do next by the EPA team.

## The EPA Process

The use of the internet, artificial intelligent (AI) software tools, search engines, contacting another person or accessing other devices, is not permitted during the EPA, except to access the MS Teams meeting. If your assessors or invigilator notice that you are using unauthorised materials, they will ask you to stop, and a note will be recorded.

## EPA Assessment methods and grading

There are two assessment methods and an overall performance grade as part of the EPA.

The assessment methods are:

1. Technical project report and presentation



## 2. Professional discussion underpinned by your portfolio of evidence

The grading for each of the assessment methods are:

- Distinction
- Pass
- Fail

To be successful at your EPA your assessors must both be satisfied that you have demonstrated all the knowledge, skills and behaviours for both assessment methods. See [Appendix C](#).

### Assessment Method 1 - Technical Project Report and Presentation

You will start by giving a 10 minute presentation to your assessors, this will be followed by a 20 minute question and answer session where the assessors will assess if you have met all KSBs assigned to assessment method 1 ([see Appendix B](#)) in your technical report and presentation. The assessors may ask additional follow-up questions to seek clarification where required.

Assessment method 1 will last for approximately 30 minutes unless any reasonable adjustment has been applied.

**Please note** that your presentation and questioning will be recorded using MS Teams.

You are encouraged to use visual aids to illustrate your presentation. You will be able to present these on screen via MS Teams as explained in our [online EPA guidance](#).

Where specialist presentation or technical software may be required by you to enable you to deliver your presentation (CAD or BIM) it is your responsibility to ensure that your chosen equipment and resources are in place for the presentation.

### Assessment Method 2 - Professional Discussion

Immediately following assessment method 1, assessment method 2 - the professional discussion will take place. The professional discussion is to assess your competency against the KSBs for [assessment method 2](#).

The professional discussion is a two-way discussion which involves both you and your assessors actively listening and participating in a formal conversation. It gives you the opportunity to make detailed and proactive contributions to confirm your competency across the KSBs for this assessment method ([see Appendix B](#)). During the professional discussion the assessors will be looking to:

- Clarify any questions the assessors have from their review of your portfolio of evidence
- Explore aspects of your work experience and details of how you carried out your work responsibilities

- Draw on the evidence you provided in your portfolio to demonstrate the KSBs

As a civil engineering technician, you will be expected to be able to confidently discuss work-based tasks or projects you have completed and the outcome of your work and research in a formal setting.

You may refer to your portfolio of evidence when answering questions.

The professional discussion will last for 40 minutes unless any reasonable adjustment has been applied.

## Results

To be successful at the EPA you must pass both assessment methods. See [Appendix C](#).

Your EPA result will be released no later than 6 weeks after your EPA took place. Once your result has been issued, ICE will request your Apprenticeship Completion Certificate from the Government Apprenticeship Assessment Service (GAAS), this will be sent to you directly by GAAS.

If you are unsuccessful at your EPA, you will be provided with the assessors' feedback form with your outcome letter. The form will document the reasons why the assessors have decided on a failure grade and will provide you with feedback on what you can work on should you decide you wish to re-sit the EPA.

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

## Re-sitting

If you are unsuccessful at your EPA, you will only need to re-sit the component that you failed. You must apply to re-sit the EPA within 4 months of your original EPA date. The re-sit must be completed within 11 months of receipt of the outcome from your original EPA.

If you did not pass assessment method 1 you can request a new technical project scenario and challenge, or if you wish you can re-work your original project report and presentation. In preparing for your re-sit, you and your employer should consider your assessors' feedback notes on areas where your previous assessors felt you did not demonstrate competence on the day.

When preparing another application, you are advised to consult with your employer. If you are also applying for professional registration with ICE, contact the [Membership Support Team](#).

Please note, you can only apply for EngTech MICE professional qualification with ICE if you pass both components of the EPA in one sitting (assessment method 1 and assessment method 2), you will not be eligible to apply for EngTech MICE professional qualification with ICE if you only wish to resit one component you have failed. For more information you can call us on +44 (0)20 7665 2040

or email [epa@ice.org.uk](mailto:epa@ice.org.uk)

## 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 you received your EPA result letter, appeals after this date will not be considered.

If you are considering an appeal, you are advised to consult with your employer, if you applied for professional registration with ICE, you are also advised to contact the [Membership Support Team](#).

Please read the [appeals guidance](#) for further information on the appeal process.



## 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, security clearance, or that you are unable to attend your EPA on a certain date or time. Individual requirements requests will be considered on a case-by-case basis in light of the applicant's needs.

You will need to notify ICE about any specific individual requirement you may need for your EPA in the space provided on the EPA application form. When submitting your application for EPA, please include any evidence that will support your individual requirements request, all evidence must be submitted at the time of making your application.

### Disability or sensory impairment

In line with the Equality Act 2010, we will make 'reasonable adjustments' as required for candidates with any disabilities such as dyslexia, speech impairment or sensory loss. Our equality and diversity Policy ensures everyone receives the same opportunities during the EPA process.

Listed below are some examples of reasonable adjustments made

- Providing extra time where needed at the EPA (up to 25%)
- Providing a scribe
- Providing a private room

These are some examples of what the ICE can provide to accommodate applicants. If you would like to speak to the EPA team about the adjustments you may require in more depth, an EPA team member can contact you and discuss your individual requirements prior to your EPA day.

Any adjustments provided will not give any apprentices an unfair advantage. They should reflect the apprentice's normal way of working and will be tailored 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](mailto: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, this should not be done in a way that would 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 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](#)

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



## Appendix B - Mapping of Knowledge, Skills, and Behaviours (KSBs)

KSB code	KSB statement	Methods mapped against
<b>Knowledge</b>		
K1	Appropriate engineering principles, underpinned by appropriate mathematical, scientific and technical knowledge and understanding, relating to civil engineering and the construction process	AM 1 / Technical Project
K2	Appropriate civil engineering techniques and methods used to design, build and maintain infrastructure and buildings, the standards, contracts and specifications used, and their impact on the construction process	AM 1 / Technical Project
K3	Key principles, techniques and methods of data and technical information collection, analysis and evaluation used in delivering civil engineering models, designs, and technical solutions	AM 1 / Technical Project
K4	Technical drawings, modelling and designs, using computer-based software packages, such as Computer Aided Design (CAD), or Building Information Modelling (BIM), and their use in the sector	AM 2 / Professional Discussion
K5	Statutory health, safety and welfare policies, procedures, and regulations, and risk management, in relation to civil engineering project delivery	AM 2 / Professional Discussion
K6	Industry policies, standards, regulations and codes of practice, such as Common Safety Method (CSM), Construction Design and Management (CDM) or the Design Manual for Roads and Bridges (DMRB), that must be adhered to in the civil engineering environment	AM 1 / Technical Project
K7	Environmental policies and the principles of sustainable development, including those relating to United Nations Sustainable Development Goals (SDG) and net-zero carbon emissions and the climate change act, and their impact on the design, delivery and maintenance of civil engineering projects	AM 1 / Technical Project
K8	Understanding of equality, diversity and inclusion, and its impact on civil engineering solutions	AM 1 / Technical Project
K9	Project management, quality management and assurance systems and continuous improvement as applied to civil engineering	AM 2 / Professional Discussion
K10	Methods of communication and when to use them, including how to write technical reports and using appropriate engineering terminology and conventions	AM 1 / Technical Project
K11	Ethical principles as applied to civil engineering and the security of data and information	AM 2 / Professional Discussion

K12	The values and standards by which they maintain their personal, professional and technical knowledge and skills through initial professional development (IPD) and continuing professional development (CPD)	AM 2 / Professional Discussion
<b>Skills</b>		
S1	Apply appropriate civil engineering principles, techniques, and methods, including mathematical, scientific, and technical know-how, to civil engineering and the construction process	AM 1 / Technical Project
S2	Apply key principles, techniques and methods of data and technical information collection, analysis, and evaluation to support the delivery of civil engineering models, designs, and technical solutions	AM 1 / Technical Project
S3	Operate appropriate software packages for data gathering and analysis, such as Computer Aided Design (CAD) or Building Information Modelling (BIM), to create technical drawings, models and designs using relevant conventions and engineering terminology	AM 2 / Professional Discussion
S4	Apply statutory health, safety and welfare policies, procedures, and regulations in the civil engineering environment, using risk management processes, procedures, and documentation	AM 2 / Professional Discussion
S5	Support and contribute to the production or modification of civil engineering technical solutions in accordance with relevant industry standards, regulations, procedures and codes of practice	AM 1 / Technical Project
S6	Apply environmental policies and sustainable principles in civil engineering projects, recognising the need to reduce carbon use, lower emissions and plan for wider sustainability	AM 1 / Technical Project
S7	Plan, carry out and manage own work in line with quality assurance, recognising the wider implications to customer needs, and within cost and resource limitations	AM 2 / Professional Discussion
S8	Consider equality, diversity and inclusion in the delivery of civil engineering projects	AM 1 / Technical Project
S9	Apply document control processes and procedures using the approved processes, maintaining quality compliance when creating or amending engineering documentation	AM 2 / Professional Discussion
S10	Communicate using appropriate methods for the audience, and incorporate relevant and appropriate terms, standards, and data	AM 1 / Technical Project
S11	Apply ethical principles to civil engineering projects, including the secure use of data and information	AM 2 / Professional Discussion
S12	Plan, undertake and review their own professional competence, regularly updating and reviewing their CPD to improve performance	AM 2 / Professional Discussion

Behaviours		
B1	Complies with health and safety, and industry standards, statutory regulations, policies and codes of practice	AM 2 / Professional Discussion
B2	Works independently, operating in a systematic, proactive, and transparent way, using resources effectively to complete tasks, knowing their limitations and when to ask for support or escalate	AM 2 / Professional Discussion
B3	Applies a structured approach to problem solving with attention to detail, accuracy, and diligence	AM 1 / Technical Project
B4	Is motivated when collaborating in teams, offering sensible challenge, reflects on and provides constructive feedback and contributes to discussions,	AM 2 / Professional Discussion
B5	Maintains professional and ethical working relationships with internal, external, and connected stakeholders.	AM 2 / Professional Discussion
B6	Takes responsibility for their own professional development, seeking opportunities to enhance their knowledge, skills, and experience	AM 2 / Professional Discussion



## Appendix C - Grading descriptors

### Assessment method 1: Technical project report and presentation with questioning

ICE	EPA Pass criteria	EPA Distinction criteria
1. UPAE	<ul style="list-style-type: none"> <li>▪ <b>Applies appropriate technical knowledge and techniques</b> to the problem outlined in the technical project brief.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Evaluates the methods and techniques</b> used in the technical project based upon the principles and regulations that underpin them.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Identifies, collects, and manages appropriate data.</b> Analyses data using appropriate techniques and methods and presents a valid interpretation of the analysis. Uses the data to support the delivery of civil engineering technical solutions correctly.</li> <li>▪ <b>Applies a structured approach to problem solving</b> with attention to detail, accuracy, and diligence.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Validates the evidence and assumptions underpinning the data analysis</b> used in the technical project.</li> </ul>
	<ul style="list-style-type: none"> <li>▪ <b>Supports and contributes to the production or modification of civil engineering technical solutions</b> in accordance with relevant industry standards, regulations, procedures, and codes of practice</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Evaluates their choice of industry standards or guidance</b> related to their project solution.</li> </ul>
5. SD	<ul style="list-style-type: none"> <li>▪ <b>Understand the environmental policies and the principles of sustainable development</b>, including those relating to United Nations Sustainable Development Goals (SDG) and net-zero carbon emissions and the climate change act, and their impact on the design, delivery, and maintenance of civil engineering projects</li> <li>▪ <b>Apply environmental policies and sustainable principles in civil engineering projects</b>, recognising the need to reduce carbon use, lower emissions, and plan for wider sustainability</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Evaluates their choice</b> of industry standards or guidance [<b>concerning environmental policies and sustainable development</b>] related to their project solution.</li> </ul>

ICE	EPA Pass criteria	EPA Distinction criteria
6. ISC	<ul style="list-style-type: none"> <li>▪ <b>Uses appropriate communication techniques and methods</b> when presenting the project outcomes, taking care to incorporate relevant and appropriate terminology accurately</li> </ul>	-
	<ul style="list-style-type: none"> <li>▪ <b>Understand and consider equality, diversity, and inclusion</b> in the delivery of civil engineering projects.</li> </ul>	<ul style="list-style-type: none"> <li>▪ <b>Evaluates their choice</b> of industry standards or guidance [<b>concerning equality, diversity, and inclusion</b>] related to their project solution.</li> </ul>



## Assessment method 2: Professional discussion underpinned by portfolio of evidence

ICE	EPA Pass criteria	EPA Distinction criteria
1. UPAE	<ul style="list-style-type: none"> <li>Explains how they have effectively used technical software to present civil engineering solutions.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluates the suitability of different software options and their use in civil engineering solutions.</li> </ul>
2. ML 3. CA	<ul style="list-style-type: none"> <li>Explains how they manage their own work, within project parameters, and use quality management and assurance processes.</li> </ul>	<ul style="list-style-type: none"> <li>Evaluates how their application of quality assurance techniques contributes to their own and wider stakeholder continuous improvements.</li> </ul>
4. HSW	<ul style="list-style-type: none"> <li>Describes how they have applied health, safety and welfare policies, procedures, and regulations, and where they have used risk management, in relation to civil engineering project delivery.</li> </ul>	-
6. ISC	<p><b>Describes how:</b></p> <ul style="list-style-type: none"> <li>Is motivated when collaborating in teams, offering sensible challenge, reflects on and provides constructive feedback and contributes to discussions,</li> <li>Maintains professional and ethical working relationships with internal, external, and connected stakeholders.</li> </ul>	<ul style="list-style-type: none"> <li>Analyses how they use their own performance to inform and improve their own or others' practices. (B5)</li> </ul>
7. PC	<ul style="list-style-type: none"> <li>Describes how they apply the ethical principles, values, and standards [concerning ethics and CPD] of a professional engineering technician.</li> </ul>	<ul style="list-style-type: none"> <li>Analyses how they use their own performance [concerning ethics and CPD] to inform and improve their own or others' practices.</li> </ul>



## Appendix D - Applying for qualified membership of ICE and Engineering Council registration

If you would like to gain qualified membership of ICE (MICE) and Engineering Technician (EngTech) registration with the Engineering Council when you sit your EPA, you must ensure that your academic qualification(s) have been approved for the Engineering Technician registration before you submit your EPA application.

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 must each submit a [statement of support](#)

You will also need to demonstrate the following in the professional discussion:

- How you identify tasks and organise resources to complete them effectively
- That you understand and comply with the [ICE Code of Conduct](#)

**Please note** that if you pass your EPA, you will be registered at EngTech level subject to paying 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(s) in the database, please contact us at [epa@ice.org.uk](mailto: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 (CPD) records

Your CPD records show us the training and development activities you have completed 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 to forthcoming year. A copy of your personal employer appraisal showing your objectives for the current to forthcoming year is acceptable in lieu of a DAP.
- **Personal Development Record (PDR)** – This will detail the training and development you have undertaken. It 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 year (30 hours) is acceptable. It should describe the training you have completed outside of your Academic

studies. Your PDR should always contain your training and development for the most recent year(s).

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 sponsors [statement of support](#) and upload it to the [EPA sponsors portal](#) at the same time as the EPA application is submitted, please check your sponsors have completed this when submitting your application.

It is important that you read the sponsor statement of support form before you select your sponsors as it provides guidance as to 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 with the Engineering Council at the same grade or higher than the one you are applying for, 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 the same grade or higher than the one you are applying for. The professional engineering institution the sponsor is registered with must be on the list of [licensed professional engineering Institutions with the Engineering Council](#).

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.

If you have to re-sit your EPA, your sponsors must submit new [statements of support](#). If your original sponsors are unable to support your application again, you'll need to find new ones.



### Admission Procedure 3

After receipt of your application, your name will be published on ICE's 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 offence<sup>9</sup> 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 our [unspent convictions form](#). It must be signed by your sponsors and submitted with your application. A member of staff will contact you directly and in confidence.

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<sup>9</sup> "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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