ENERGY & ENVIRONMENT AWARDS

Skills for a greener world

EEA Level 2 End-point Assessment for Lead Traffic Management Operative V1.1

Apprentice Guide

QAN 610/6030/6
ST0985 V1.0 V1.1

Apprentice Guide for

EEA Level 2 End-point Assessment for Lead Traffic Management Operative V1.1

QAN 610/6030/6

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Updates to this Guide

Since the first publication of Energy & Environment Awards Lead Traffic Management Operative (LTMO) Apprentice Guide, the following updates have been made.

Version	Date first published	Section updated	Page(s)
v2.0	April 2025	Rebranded	All
v1.0	November 2024	First published	All

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At A Glance Component 1: Observation with questions

Date(s):	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards Independent assessor in a simulated environment, which relates to your natural work environment
Additional Requirements:	
Assessed and marked by:	Independent assessor/Energy & Environment Awards

At A Glance Component 2: Interview based on an EPA portfolio

Date(s):	
Time:	
Location:	
Examination Conditions:	With an Energy & Environment Awards Independent assessor at your employer's premises or a suitable venue for example a training provider's premises.
Additional Requirements:	
Assessed and marked by:	Independent assessor/Energy & Environment Awards

At A Glance Component 3: Multiple-choice test

Date(s):	
Time:	
Location:	
Examination Conditions:	Controlled by an invigilator
Additional Requirements:	
Assessed and marked by:	Energy & Environment Awards

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Introduction

Energy & Environment Awards has been selected by your employer to carry out end-point assessment (EPA) and it is our job to ensure that you are assessed fairly.

How This Apprentice Guide Is Organised

- ✓ Section 1:

  What is in the Apprentice Guide?

- ✓ Section 2:

  An Apprentice's End-point Assessment Journey

- ✓ Section 3:

  End-point Assessment Components

How to Use This Guide

This guide has been split into 3 sections. You can dip into each section that you are working on where you will find useful information, practical advice, tips you need and useful dates to successfully complete your EPA.

Throughout we have used headings and cross referenced to our EPA Lead traffic Management Operative (LTMO) v1.0 Specification which provides details of the EPA components.

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Section 1: The Basics

What is an Apprenticeship Standard?

An apprenticeship standard is a description of your apprenticeship and it is based on the Lead Traffic Management Operative standard, which was written by employers. It contains the lead traffic management operative's job profile, and describes the knowledge, skills and behaviours (KSBs):

- Knowledge: (as part of KSBs) – specific information, technical detail, and 'know-how' identified as part of the apprenticeship standard that must be evidenced during your end-point assessment
- Skills: (as part of KSBs) – the practical application of knowledge identified as part of the apprenticeship standard that must be evidenced during end-point assessment
- Behaviours (as part of KSBs) – specific mindsets, attitudes or approaches identified as part of the apprenticeship standard that must be evidenced during end-point assessment

The standard can be accessed via the link below:

https://skillsengland.education.gov.uk/apprenticeship-standards/st0985-v1-1?view=standard

Select the occupational standard tab.

What is an Assessment Plan?

An Assessment Plan is also written by employers and provides details of what is required for you to pass your end-point assessment. It includes details of what you will be assessed on, how each assessment will take place, what methods will be used and who will assess you.

Energy & Environment Awards designed the end-point assessment (EPA) to meet the requirements of the Assessment Plan. The Assessment Plan can be accessed via the link below:

https://skillsengland.education.gov.uk/apprenticeship-standards/st0985-v1-1?view=standard

Select the EPA plan tab.

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What is an end-point assessment (EPA)?

The end-point assessment is the assessments you take at the end of your apprenticeship. You will typically spend 18 months on-programme working towards your standard. You are required to spend a minimum of 12 months on-programme. After this you have a Gateway meeting with your employer or training provider to confirm you are ready for the end-point assessments. The words end-point means that you will be assessed at the end of your on-programme (training) to confirm you have met the standard. Your EPA period will typically last 3 months.

What are the Gateway Requirements?

Gateway is a meeting where your employer, training provider and you ensure that you are confident that you can demonstrate all the KSBs defined in the apprenticeship standard and you are ready for EPA. After the meeting, your training provider will confirm the outcomes of the Gateway meeting by sending a signed document to Energy & Environment Awards. The document confirms that you have met the following Gateway requirements:

- confirmed that you are ready to take the EPA
- achieved English and mathematics qualifications in line with the apprenticeship funding rules
- achieved **ALL** of the following National Highway Sector Schemes qualifications at level 1: NHSS12AB, NHSS12C and NHSS12D
- achieved **ONE** of the following National Highway Sector Schemes qualification at level 2 NHSS12AB, NHSS12C or NHSS12D
- compiled an EPA portfolio, which your will interview will be based on

Your training provider will send copies of these documents to Energy & Environment Awards.

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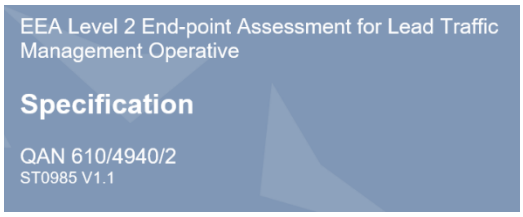
What is the EPA Specification?

The end-point assessment specification provides details of:



- the assessment methods used in your EPA
- KSBs that are covered by each assessment
- KSBs amplification and guidance

The Specification can be accessed via the link below:
https://energyenvironmentawards.co.uk/epa/lead-traffic-management-operative/

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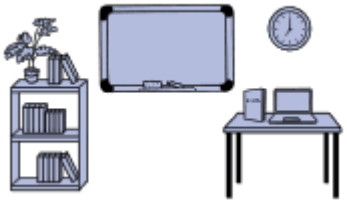
Section 2: Apprentice EPA Journey



Let us Begin Your EPA Journey.

Find a quiet place and read on….

Your EPA journey consists of 3 elements:

- A training programme with on the job, off the job elements, typically 18 months
- Gateway meeting window
- End-point Assessment (EPA) typically 3 months

Your journey begins with the training program. Your employer and training provider are responsible for this part. This is where you will gain the required Knowledge, Skills and Behaviours (KSBs).

How will you be assessed in the end-point assessment?

You will be assessed on the following components, which can be taken in any order:

1. **Observation with questions**
2. **Interview based on an EPA portfolio**
3. **Multiple-choice test**

Each component has a preliminary grade and each grade is carried forward to award a final grade. You must pass all components to achieve this qualification. For further guidance refer to Section 3 End-point Assessment Components.

The final grade can be a Fail, Pass, Merit or Distinction.

It is important for you to keep a record of when your 3 components are scheduled. We suggest you use the 'At a Glance' tables on page 5.

Reasonable adjustments

A reasonable adjustment is any action that helps to reduce the effect of a disability or difficulty that places you at a substantial disadvantage during assessments. If this applies to you make sure you tell your training provider who can make an application for a reasonable adjustment to Energy & Environment Awards on your behalf.

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Your EPA Journey in a Diagram

The diagram below illustrates the order of your EPA **journey** from the day you register to your final certification:

Training	Gateway and scheduling 3 components	Observation with questions	Interview based on an EPA portfolio	Multiple-choice Test	Quality assurance and final grading (By Energy & Environment Awards)	Apprenticeship Certificate (Claimed) by Energy & Environment Awards)
Typically, 18 months	You have: Attended a Gateway meeting with your employer/provider. • Achieved English and maths qualifications in line with the apprenticeship funding rules • Achieved ALL of the following National Highway Sector Schemes qualifications at level 1: NHSS12AB, NHSS12C and NHSS12D • Achieved ONE of the following National Highway Sector Schemes qualification at level 2 NHSS12AB, NHSS12C or NHSS12D • Compiled an EPA portfolio which your end-point interview will be based on	6 hours Time may be increased by up to 10%, to allow you to complete your observation or last answer. • Under examination • conditions • Face to face • Assessed by: Independent assessor will ask at least 6 questions as part of your observation For further details *see below.	60 minutes Time may be increased up to 10%, to allow you to complete your last answer. • Independent assessor will ask at least 8 questions • Under examination conditions. • Face to face or remote as agreed and recorded using relevant technology • Assessed by: Independent assessor For further details *see below.	60 Minutes. 30 Multiple-choice questions • Under exam Conditions • Supervised by an invigilator • Face to face Closed book	Awarded Final Grading: Distinction, Merit, Pass or Fail.	Your Certificate will be sent to your training provider or employer. Contact your training provider or employer if you do not receive your certificate.

*For further details refer to Section 3 in this Apprentice Guide or Section 2 of the Specification.

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Section 3: End-point Assessment Components

Now let us continue your journey through EPA. There are 3 components that you must pass to be awarded a certificate.

Component 1: Observation with questions

Overview

An observation with questions involves an independent assessor, approved by Energy & Environment Awards observing and questioning you in your day-to-day duties under normal working conditions. You must be allowed to demonstrate the application of your job role knowledge, skills and behaviours (KSBs) thorough natural occurring evidence. This will be observed where you are carrying out your usual work and simulation is not allowed. The independent assessor will ask you questions during or after the observation. You will be given at least **2 weeks notice** of the assessment.

The following table outlines the procedure for conducting an observation with questions:

Structure of your observation with questions	The total assessment time is 6 hours and this includes questioning. The assessor can increase the time by up to 36 minutes (10%) to allow you to complete your work or respond to a question if necessary. • The independent assessor will only be observing you • Breaks may be taken during the observation with questions to allow you to move from one location to another and for meal/comfort breaks • During breaks the clock will be stopped. The assessment time is not reduced
Where will the assessment take place?	It will take place at your workplace in a real work setting under normal working conditions. **Simulation is not allowed.** Questioning that occurs after the assessment should take place in a quiet location free from distractions and influence. **Important Note**: The independent assessor will give special considerations where there are unplanned safety critical or contractual factors which can change during the observation time, for example:

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	• adverse weather • excessive traffic volumes • works contractors undertaking tasks within traffic management preventing the next stage • network management permission being revoked If these factors do change and it is not possible or deemed unsafe to continue the observation, the independent assessor will inform Energy & Environment Awards.
What tasks will I have to cover?	You must carry out installation and removal of an operational temporary traffic management (TTM) system. You will be expected to: • interpret traffic management layouts, design and technical specifications • plan and organise TTM system installation • comply with health and safety regulations and follow safe systems of work • carry out static and dynamic risk assessment • select and use TTM Personal Protective Equipment (PPE) • select and prepare TTM equipment and systems • unload and secure TTM equipment and systems from vehicles or plant • install, position and secure TTM equipment and systems that are tailored to a specific road type and include the application of digital technology • remove TTM equipment and systems • ensure system installations do not disadvantage those with mobility and sensory needs • complete documentation The practical task must allow you to undertake the activities required for an observation with questions. **For further details refer to 'Knowledge, Skills and Behaviours (KSBs) Coverage' in the LTMO specification, refer to link on page 9.**

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What knowledge, skills and behaviours (KSBs) do I have to demonstrate during the observation with questions?	**NOTE:** You are only required to demonstrate your job role specific knowledge, skills and behaviours and your employer/training provider will ensure that you have the opportunity to cover all aspects of the KSBs in an integrated way in a real work setting under normal working conditions. **Health and Safety Knowledge (KSBs):** **K2** Safe systems of work: Static and dynamic risk assessments, production methods and requirements, method statements. **K4** Personal Protective Equipment (PPE): Requirements and use in TTM operations. **S1** Comply with health and safety regulations. **S2** Follows safe systems of work including carrying out static and dynamic risk assessments. **S7** Select and use TTM PPE. **B1** Prioritise health and safety. **Planning (KSBs):** **K5** TTM system installation planning and organisation techniques. **K8** Sources of information, guidance and interpretation methods: Designs, technical specifications and road traffic layouts. **K12** TTM equipment and systems: Types, purpose and preparation. **S8** Interpret traffic management layouts, design and technical specifications. **S9** Select and prepare TTM equipment and systems. **S10** Plan for and organise installation. **TTM equipment, handling and storage (KSBs):** **K27** Manual and mechanical lifting and moving techniques. **S5** Move, handle and store TTM equipment and systems. **System installation and removal (KSBs):**

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	K9 TTM documentation requirements. **K10** The methods and techniques for the installation, securing and removal of traffic management systems. How they support those with mobility and sensory issues. **S13** Install, position, secure and remove TTM equipment and systems tailored to the road type, without disadvantaging those with mobility and sensory impairment. **S14** Apply digital TTM technologies to a TTM system. For example, incursion warning systems, automated traffic signal controls, variable message signs or tablet-based work management systems. **S16** Restore the carriageway to a safe condition. **S19** Complete task documentation, paper-based or digital. **B4** Takes responsibility for own work. **For amplification and guidance refer to LTMO Specification link on page 9.**
What resources can I use?	Equipment and resources needed for the observation must be: • provided by your employer or training provider • a suitable premises • the plant, machinery, equipment and PPE required for the job • in good and safe working condition Relevant work instructions/manuals must be available for you to use in hard copy or electronically.
How many questions will I be asked?	The independent assessor: • will ask at least 6 open questions to assess the related underpinning knowledge • may ask follow-up questions in order to seek clarification from you
Who will assess me?	An independent assessor, approved by Energy & Environment Awards.
Preliminary Grading	The independent assessor will award a preliminary grade. You must pass **ALL** the pass criteria in order to achieve a pass.

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Overall grading for this component	Fail, Pass or Distinction.

Practice Component 1: Observation with questions

You should have an opportunity to have a practice observation with questions which mirrors the real assessment. A practice observation would be set up for you using the structure in the table above by your employer or training provider.

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Component 2: Interview based on an EPA portfolio

Overview

The interview is based on your EPA portfolio. An EPA Portfolio Template has been designed to assist you during your interview. You should use the EPA Portfolio to collate evidence in preparation for your interview. A set of six tasks are provided to support the compilation of your EPA portfolio. Each task should help you to demonstrate how you have met the KSBs in order to carry out your occupational role as a lead traffic management technician effectively and safely. The interview allows for testing of responses where there are a range of potential answers that cannot be tested through the multiple-choice test. You will be given at least **2 weeks notice** of the interview.

The following table outlines the procedure for conducting an interview based on your EPA portfolio:

Who will assess me?	1 independent assessor, approved by Energy & Environment Awards will conduct the interview.
How will the interview based on an EPA portfolio be organised?	**Locations:** Your interview will take place at your employer's premises or a suitable venue. **Time:** Your interview must last 60 minutes. The independent assessor can increase the time of the interview by 6 minutes (10%). This time is to allow you to respond to a question if necessary. **Your interview will be:** • a discussion between you and the independent assessor • face to face or remote, as agreed • assessed and outcomes will be recorded by the assessor on official Energy & Environment Awards interview documents • recorded using the relevant technology such as Microsoft Teams or an audio recording device You will have access to your EPA portfolio throughout the interview.
What topics will I have to cover?	The interview will focus on the six tasks in your EPA portfolio: • TTM vehicle, plant and equipment operation and maintenance • loading and unloading TTM systems and equipment

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	• incident management • teamwork and communication • sustainability • Continuous Professional Development (CPD) and wellbeing For further details refer to Knowledge, Skills and Behaviours (KSBs) coverage in the LTMO Specification on pages 34 - 54. **A link to the LTMO Specification is available on page 9.**
How many questions will I be asked?	• The independent assessor will ask at least 8 questions to explore your level of knowledge, skills and behaviours • Standardised open questions will be asked based on the contents of the evidence in your portfolio • Set questions which may be contextualised to the contents of your EPA portfolio • Follow-up questions in order to seek clarification
Preliminary Grading	The independent assessor will award a preliminary grade. You must pass **ALL** the pass criteria in order to achieve a pass.
Overall grading for this component	Fail, Pass or Distinction.

EPA portfolio requirements

The requirements are as follows:

EPA Portfolio Template

Throughout the on-programme part of your apprenticeship you must compile an EPA portfolio to support you in your interview session. During the interview the independent assessor will ask questions based on the evidence contained in your EPA portfolio.

For further guidance refer to:

- Section below 'How do I organise my portfolio of evidence?'
- LTMO Specification Section 5: Guidance on EPA portfolio

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How do I organise my EPA portfolio?

You must complete an EPA Portfolio Template. You should request the word version of the EPA Portfolio Template from your training provider.

Your EPA portfolio should reflect your individual experiences and the activities carried out during this period and meet the requirements outlined in the assessment plan.

A completed EPA portfolio is one of the Gateway requirements.

Your EPA portfolio is **not assessed**. It serves the following purposes:

- A carefully prepared EPA portfolio will support you during the interview
- Your organised EPA portfolio will allow you to refer to examples and discuss the evidence with the independent assessor
- It allows the assessor to review it before the interview to help focus and contextualise the questions that you will be asked

The EPA portfolio is a record of how you demonstrate your knowledge, skills and behaviours that are assessed in the interview. You will have access to your EPA portfolio during the interview.

What should I include in my portfolio?

Quality vs quantity

You should be supported in selecting evidence for your EPA portfolio by your employer or training provider.

We would advise you to choose the best pieces of evidence for your EPA portfolio.

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Examples of acceptable evidence:

- **Important information**: During the interview you will be assessed on Task 3: Incident Management that covers K18; K19 and S15. **Due to the potentially sensitive nature of K18, K19 and S15, evidence provided in support of K18, K19 and S15 must be provided by your employer who must provide a statement to confirm actions you have taken in an incident or a testimony, to show how you responded to incidents.** The employer's statement must be a witness statement providing details of your actions in an incident. If an incident has not occurred during your on-programme, the employer's testimony must provide an overview stating that you are know how to and are ready to deal with a traffic incident. **The employer's testimony must provide sufficient coverage of K18, K19 and S15**
- evidence/proof of what you learned and did at work, showing you have the knowledge, skills and behaviours needed for your job role
- workplace documentation and records
- workplace policies and procedures
- witness statements
- annotated photographs
- video clips with a maximum total duration of 10 minutes; you must be in view and identifiable

The above is not a definitive list. You can include other relevant evidence sources.

You **must not** include in your portfolio any methods of self-assessment.
Evidence must be:

- produced by you (authentic)
- relevant to the task
- cross referenced and easily accessible in the portfolio
- produced during the time you were carrying out your on-programme training

What can I do to prepare for the interview based on an EPA portfolio?

You should:

- ensure there is quality evidence to cover the KSBs in the EPA portfolio template
- be familiar with the structure of your EPA portfolio
- know the tasks/KSBs covered by the interview
- know where you have referenced your evidence by referring to your EPA portfolio
- know how you will be graded

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The role of your employer or training provider

Employers or training providers are expected to support you in preparing your EPA portfolio by:

- providing clear instruction and deadlines to allow you to plan and compile your portfolio in preparation for the Gateway meeting
- advising on which pieces of evidence to select
- authenticating evidence as valid
- signing off the EPA portfolio
- submitting the portfolio to Energy & Environment Awards as part of Gateway requirements

Practice Component 3: Interview based on an EPA portfolio

You should have an opportunity to have a practice interview based on an EPA portfolio which mirrors the real assessment. The practice interview would be set up for you using the structure in the table above by your employer or training provider.

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Component 3: Multiple-choice test

Overview

The multiple-choice test is a computer or paper-based test. You will have 60 minutes to complete the test. The test consists of 30 questions.

The multiple-choice questions will have four possible answers of which one will be correct.

The following table outlines the procedure for conducting the multiple-choice test:

<table>
<tr><td>Who will start and finish my multiple-choice test?</td><td>You will sit your multiple-choice test in the presence of an invigilator.</td></tr>
<tr><td>What format will my test take?</td><td>The test may be paper-based or taken online. Your training provider will let you know what the format of your test is.

All other aspects of the test are exactly the same, including:
content
timings
question types
scoring</td></tr>
<tr><td>How will the question appear in a paper-based test?</td><td>Here is an example of how the question will appear:
<table>
<tr><th colspan="2">Question 1</th></tr>
<tr><td colspan="2">In a workplace, who is responsible for maintaining health and safety?</td></tr>
<tr><th colspan="2">Possible answers</th></tr>
<tr><td>a)</td><td>Everyone</td></tr>
<tr><td>b)</td><td>Employers</td></tr>
<tr><td>c)</td><td>Safety managers</td></tr>
<tr><td>d)</td><td>Most senior person on-site</td></tr>
</table>
You must select one answer that you think is correct. You will be provided with an answer sheet where you will be expected to shade in the answer you have selected. Here is an example:</td></tr>
</table>

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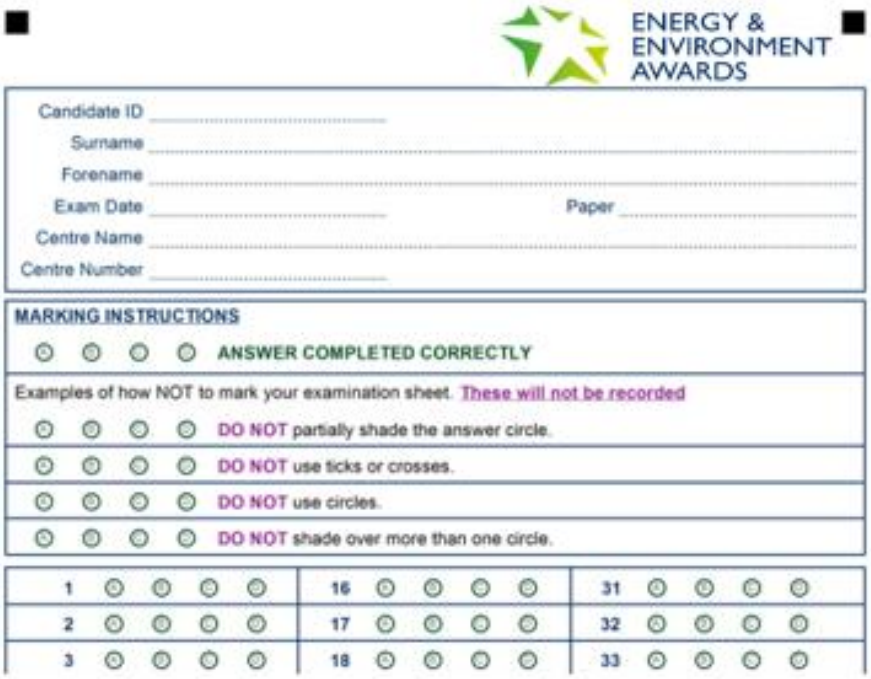
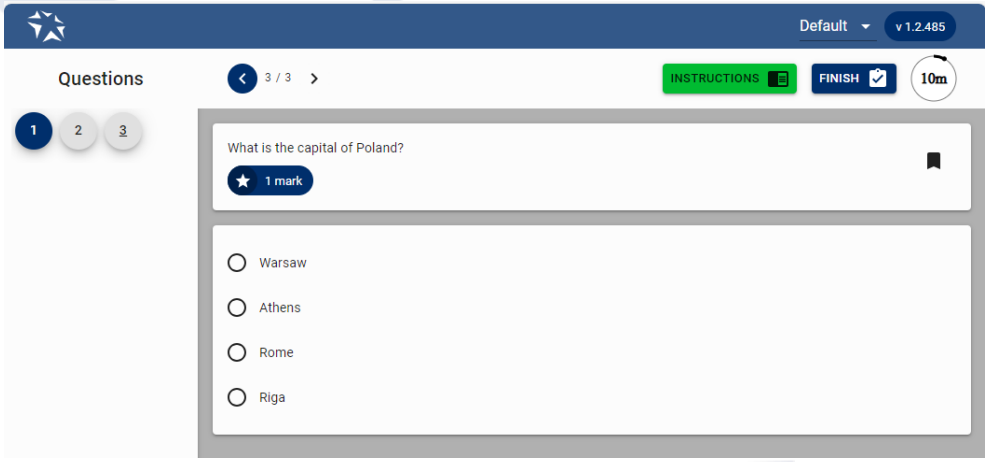
<table>
<tr>
<td></td>
<td>

ENERGY & ENVIRONMENT AWARDS
Candidate ID
Surname
Forename
Exam Date Paper
Centre Name
Centre Number
MARKING INSTRUCTIONS
ANSWER COMPLETED CORRECTLY
Examples of how NOT to mark your examination sheet. These will not be recorded
DO NOT partially shade the answer circle.
DO NOT use ticks or crosses.
DO NOT use circles.
DO NOT shade over more than one circle.
1 16 31
2 17 32
3 18 33

Always have a go even if you are not sure that it is the correct answer.
</td>
</tr>
<tr>
<td>How will the question appear in an online test?</td>
<td>
Here is an example of how the question will appear in an online version of the test:


You must select one answer that you think is correct.
</td>
</tr>
<tr>
<td>Can I take any resources into the exam room?</td>
<td>The test is closed book which means that you cannot refer to reference books or any other materials. You will be provided with stationery on the day. You can take into the exam a scientific non-programmable calculator.</td>
</tr>
<tr>
<td>Can I have access to</td>
<td>No access to the internet is allowed and this means you must not take your SMART watch into the exam room.</td>
</tr>
</table>

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the internet?	
How will the multiple-choice test be organised for me?	**Locations:** Your multiple-choice test will take place at your employer's or training provider's premises or a suitable venue. • You will take the test in a quiet space and in the presence of an invigilator • Your test will be scheduled by your employer or training provider with Energy & Environment Awards • If you fail the multiple-choice test, you can re-sit or re-take the failed test at your employer's discretion. There are no limits to the number of re-sits or re-takes you can take but it is important to revise and ensure that you are confident with the knowledge you are being tested on
What criteria will I have to learn? **AND** How many questions will be asked on each criteria?	The multiple-choice test questions are based on core knowledge. Below is a list of the knowledge criteria, assessed in the multiple-choice test along with the range of questions that will be allocated to an assessment paper:

Number of Questions	Criteria
4 – 6	**K1** Awareness of legislation and regulations: Health and Safety at Work Act, Provision and Use of Workplace Equipment (PUWER), Manual Handling Operations Regulations, Working at Height (and from platforms), Lifting Operations and Lifting Equipment Regulations (LOLER), Control of Substances Hazardous to Health (COSHH) and COSHH-based assessments.
3 – 6	**K3** Awareness of regulatory and statutory requirements: National Highways Sector Schemes, Traffic Signs Manuals, New Roads and Street Works Acts, Industry Codes of Practice, permit-to-work systems.
2 – 4	**K13** Characteristics and features of road types, categories and layouts.
1 – 3	**K14** Range, purpose, characteristics and features of vehicles, plant and equipment: Specially adapted lorries and vans, impact protection vehicles (IPVs), their barrier systems, and usage.

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	4 – 8	**K16** TTM (Temporary Traffic Management) signage: Types, colours, shapes, design layouts, positioning, scale and proportion.
	1 – 3	**K17** Statutory controls implemented by permanent road signs and road markings, and requirements for temporary traffic orders or permits for specific equipment and systems.
	2 – 4	**K21** Digital and real-time technologies and application in the TTM industry: How these can be used to improve TTM operations, sustainability, record and report defects in real time, and prevent and reduce injuries and fatalities.
	1 – 3	**K22** The purpose of General Data Protection Regulation (GDPR) and its use to protect personal and commercial data.
	2 – 4	**K24** The wider construction sector, where the lead traffic management operative role fits and who they interact with.
	Remember the questions have been written to reflect the lead traffic management role. For Amplification and Guidance refer to Section 2 of the LTMO Specification. **A link to the Specification is available on page 9.**	
What should I do to prepare for the multiple-choice test?	**You should be prepared to**: • revise the knowledge criteria listed above • ask your employer or training provider for additional questions that they have prepared to support you • attend the multiple-choice test which will last 60 minutes While on-programme, the employer or training provider must ensure you are: • familiar with all areas assessed by the multiple-choice test as listed above • supported in completing a practice test and provide you with constructive feedback to enable you to identify areas you need to carry out further revision in	

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Practice Component 3: Multiple-choice test

You should have an opportunity to have a practice multiple-choice test which mirrors the real assessment. The practice multiple-choice test would be set up using the structure in the table above by your employer or training provider. The feedback provided will assist you with preparing for the actual multiple-choice test.

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Overall grading

Your apprenticeship will be graded distinction, merit, pass or fail. The final grade will be determined by collective performance in the three assessment components.

In order to gain a pass, you must achieve a minimum of a pass in each EPA component. A pass represents full competence against the standard.

To achieve a merit, you must achieve a distinction in the observation assessment with questions as well as a distinction in the interview based on an EPA portfolio and a pass in the multiple-choice test.

To achieve a distinction grade, you must achieve a distinction in each EPA component.

Grades from individual assessment components will be combined in the following way to determine your overall EPA grade as a whole.

The multiple-choice test, observation with questions and interview are all marked separately and awarded a fail, pass or distinction.

The multiple-choice test is based on the minimum and maximum marks achieved.

Grade	Minimum marks required	Maximum marks required
Fail	0	20
Pass	21	25
Distinction	26	30

The grade and mark for the observation with questions and interview is based on the number and level of criteria achieved.

The overall grade for the LTMO Standard is based on the grades in individual components as follows:

Observation with questions	Interview based on an EPA portfolio	Multiple-choice Test	Overall grading
Fail in any component			Fail
Pass	Pass	Pass	Pass
Distinction	Pass	Pass	Pass
Pass	Distinction	Pass	Pass
Pass	Pass	Distinction	Pass
Pass	Distinction	Distinction	Pass
Distinction	Pass	Distinction	Pass
Distinction	Distinction	Pass	Merit
Distinction	Distinction	Distinction	Distinction

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Section 4: Resits and retakes

If you fail one or more EPA component you can re-sit or a re-take the failed component at your employer's discretion. Your employer needs to agree that a re-sit or re-take is appropriate. A re-sit does not need further learning, but a re-take does. You should have a supportive action plan to prepare for your re-sit or re-take.

Your employer and Energy & Environment Awards will agree the timescale for your re-sit or re-take. Failed EPA component(s) are typically re-sat or re-taken within 3 months of the end-point assessment (EPA) period fail notification. The timescale for a re-take is dependent on how much re-training is required and is typically taken within 3 months of the EPA outcome notification.

Failed assessment component(s) must be re-sat or re-taken within a 6-month period from the EPA outcome notification, otherwise the entire EPA will need to be re-sat or re-taken in full.

Re-sits and re-takes will not be offered to you if you wish to move from pass to a higher grade:

You will get a maximum EPA grade of a pass if you need to re-sit or re-take one or more assessment methods, unless Energy & Environment Awards determines there are exceptional circumstances.

Energy & Environment Awards resit and re-take policy can be found at:
https://energyenvironmentaward.co.uk/policies-and-fees/

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Section 5: Appendices

Appendix A: Glossary

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Appendix A: Glossary

Amplification – provides more detail on how individual knowledge, skills or behaviours statements should be interpreted. Where the KSB statements, themselves are deemed self-explanatory, no amplification is provided. Assessment may include questions on anything identified in the amplification

Behaviours –mindsets, attitudes or approaches needed for competence. Whilst these can be innate or instinctive, they can also be learnt. Behaviours tend to be very transferable. They may be more similar across occupations than knowledge and skills. For example, team worker, adaptable and professional

Elements – are the knowledge, skills and behaviours and what is needed to competently undertake the duties required for an occupational standard

Guidance – is only provided where it is required to support interpretation of the KSB statements

Gateway – the stage of the apprenticeship where the apprentice, employer and trainer determine whether the apprentice is ready to undertake the End-Point Assessment

Independent Assessor – Will holistically assess the knowledge, skills and behaviours (KSBs) that you have been learnt throughout the apprenticeship. Their role as an Independent Assessor would involve assessing components 1 (observation with questions) and 2 (interview based on an EPA portfolio)

Knowledge – the information, technical detail, and 'know-how' that someone needs to have and understand to successfully carry out the duties. Some knowledge will be occupation-specific, whereas some may be more generic

Skills – the practical application of knowledge needed to successfully undertake the duties. They are learnt through on and/or off-the-job training or experience

Standard – An occupational standard is a description of an occupation. It contains occupational profile, and describes KSBs needed for someone to be competent in the occupation's duties. The occupational standards are developed by employers for occupations that meet the Institute for Apprenticeships & Technical Education current criteria. For further details refer to:
https://skillsengland.education.gov.uk/apprenticeship-standards/st0985-v1-1

Topic - is a collection of elements grouped into a theme e.g., Health and Safety

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