



ENERGY &
ENVIRONMENT
AWARDS

Skills for a greener world

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

Specification

QAN 610/6030/6
ST0985 V1.1 V1.2

Specification for

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

QAN 610/6030/6 V1.1 V1.2

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Updates to this specification

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

Version	Date first published	Section updated	Page(s)
v3.0	April 2026	Updated to include V1.2 in line with current Skills England assessment plan; no changes to assessment content.	All
v2.0	August 2025	Rebranded	All
v1.0	December 2024	First published	All

Section 1: At a Glance EPA Summary

Qualification name	EEA Level 2 End-point Assessment for Lead Traffic Management Operative
Ofqual qualification number	610/6030/6
Standard reference	ST0985
Assessment plan	V1.1 V1.2
Standard title	Lead Traffic Management Operative
Level	2
On-programme duration	Typically 18 months
Gateway readiness	<p>Mandatory requirements:</p> <ul style="list-style-type: none"> • Employer or training provider must confirm the apprentice is ready to take the EPA • Apprentice must achieve English and mathematics qualifications in line with the apprenticeship funding rules • Must have achieved ALL of the following National Highway Sector Schemes qualifications at level 1: NHSS12AB, NHSS12C and NHSS12D • Achieve ONE of the following National Highway Sector Schemes qualification at level 2 NHSS12AB, NHSS12C or NHSS12D • Compile and submit an EPA portfolio which the interview will be based • Submit any policies and procedures as requested by Energy & Environment Awards <p>To confirm the Apprentice has met all Gateway pre-requisites, employer must complete, sign and</p>

	submit the Gateway Eligibility Form (GER) to Energy & Environment Awards. See Appendix B, Lead Traffic Management Operative Supporting Documents 'Gateway Eligibility Form.'
End-point assessment duration	Typically 3 months after the Gateway
End-point assessment methods and their order	<p>The assessment components can be delivered in any order. The result of one assessment method does not need to be known before starting the next:</p> <ul style="list-style-type: none"> • Observation with questions • Interview based on an EPA portfolio • Multiple-choice test
End-point assessment methods and component grading	<p>Observation with questions: Fail; Pass; or Distinction</p> <p>Interview based on an EPA portfolio: Fail; Pass; or Distinction</p> <p>Multiple-choice test: Fail; Pass; or Distinction</p>
Overall Grading	Fail; Pass; Merit or Distinction
Certification	Energy & Environment Awards request Apprenticeship completion certificates from the ESFA
Glossary of Terms	Appendix A, Lead Traffic Management Operative Supporting Documents

Objective

The purpose of the Lead Traffic Management Operative (LTMO) end-point assessment (EPA) is to confirm that an apprentice is fully capable of doing their job before they receive their apprenticeship certificate. It also helps to demonstrate that what an apprentice has learned can be applied in the real world.

Once the apprentice has completed the LTMO end-point assessment requirements successfully and has been certified they could take on the job role in:

- the construction sector
- in both private and public sector organisations including:
 - temporary traffic management (TTM) contractor
 - utilities companies
 - national and local authorities

Gateway Readiness

Gateway takes place before the EPA can start. The employer and training provider will review their apprentice's knowledge, skills and behaviours to see if they have met the minimum requirements of the apprenticeship set out in the apprenticeship standard and are ready to take the assessment. Only apprentices who complete gateway successfully can start the EPA. Gateway pre-requisites are listed in the summary table above. The Gateway Eligibility Form must be completed see LTMO Supporting Documents Appendix B.

Recognition of prior learning (RPL)

Energy & Environment Awards does not recognise any apprentice prior learning (RPL) or prior achievement (RPA) for the purpose of amending the assessment requirements of any end-point assessments.

Please refer to Energy & Environment Awards RPL and RPA policy at <https://energyenvironmentawards.co.uk/policies-and-fees/>

In order for Energy & Environment Awards to award an end-point assessment qualification, the apprentice must successfully complete all required assessment components with Energy & Environment Awards. This means that:

- each of the EPA components must be completed in full with Energy & Environment Awards
- where an apprentice transfers to Energy & Environment Awards from another EPAO they have to undertake the entire EPA with Energy & Environment Awards
- components of the EPA cannot be certificated in isolation
- evidence for the EPA portfolio and interview must be produced while the apprentice is on-programme to demonstrate current practice

This does not affect the Gateway requirements which must be met in order for an apprentice to be eligible for end-point assessment.

This does not affect any reasonable adjustments that may be granted.

Section 2: End-point Assessment Components

Component 1: Observation with questions

Overview

In the observation with questions, an independent assessor, approved by Energy & Environment Awards, observes an apprentice completing their day-to-day duties under normal working conditions. The apprentice will demonstrate the application of the relevant job role knowledge, skills and behaviours (KSBs) through natural occurring evidence. The observation must be of an apprentice completing their usual work and simulation is not permitted.

An independent assessor will ask questions during or after the observation. To remain as unobtrusive as possible, the independent assessor will ask questions during natural breaks between tasks and after completion of work rather than disrupting the apprentice’s flow. Energy & Environment Awards will give the apprentice at least **2 weeks notice** of the assessment.

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

Assessors	1 Independent assessor, approved by Energy & Environment Awards.
Practical structure	<p>The total assessment time is 6 hours – the time for questioning is included in the overall assessment time. The assessor can increase the time by up to 10% to allow the apprentice to complete a task or respond to a question if necessary.</p> <p>The independent assessor must:</p> <ul style="list-style-type: none"> • only observe one apprentice at a time to ensure quality and rigour • ask questions to assess the level of competence against the grading descriptors. Questioning will take place during and after work completion <p>The observation may be split into discrete sections held on the same working day.</p> <p>There may be breaks during the observation to allow the apprentice to move from one location to another and for meal/comfort breaks. During these breaks, the clock will be stopped and then restarted to ensure that the assessment</p>

	<p>duration is not reduced. The breaks must be invigilated during the assessment, to maintain security of the EPA, inline with Energy & Environment Awards malpractice policy.</p>
<p>Where will the assessment take place?</p>	<p>The observation with questions must take place at the apprentice's workplace in a real work setting under normal working conditions. Simulation is not allowed.</p> <p>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:</p> <ul style="list-style-type: none"> • adverse weather • excessive traffic volumes • works contractors undertaking tasks within traffic management preventing the next stage or network management permission being revoked <p>If these factors do change and it is not possible or deemed unsafe to continue the observation, the independent assessor must follow the Reasonable Adjustments and Special Consideration Policy and Application outlined by Energy & Environment Awards.</p> <p>Questioning that occurs after the assessment should take place in a quiet location free from distractions and influence.</p>
<p>What are the tasks that will be covered?</p>	<p>The apprentice will be observed carrying out installation and removal of an operational temporary traffic management (TTM) system. The observation must include the following:</p> <ul style="list-style-type: none"> • 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

	<ul style="list-style-type: none"> ensure system installations do not disadvantage those with mobility and sensory needs complete documentation <p>These activities provide the apprentice with the opportunity to demonstrate the KSBs mapped to this assessment component.</p> <p>For further details refer to ‘Knowledge, Skills and Behaviours (KSBs) Coverage’ below pages [11 - 30].</p>
<p>Who sets the task(s)?</p>	<p>Energy & Environment Awards will review the employer and/or training provider planned tasks which are based on the activities listed above. The tasks completed should contribute to workplace productivity.</p> <p>See Appendix D, LTMO Supporting Documents ‘Level 2 Lead Traffic Management Operative Observation with Questions Planning and Approval Form.’</p>
<p>What resources can the apprentice use?</p>	<p>The employer/training provider will provide equipment and resources needed for the observation with questions.</p> <p>Equipment and resources needed for the observation must be:</p> <ul style="list-style-type: none"> the plant, machinery, equipment and PPE required for the job in good and safe working condition <p>Relevant work instructions/manuals must be available in hard copy or electronically.</p>
<p>How many questions will the apprentice be asked?</p>	<p>The independent assessor:</p> <ul style="list-style-type: none"> will ask a minimum of 6 questions may ask follow-up questions in order to seek clarification
<p>What will the questions focus on?</p>	<p>Underpinning knowledge and/or skills and behaviours where an opportunity to observe them has not occurred.</p>
<p>Grading</p>	<p>Fail, Pass or Distinction.</p>

Observation with questions knowledge, skills and behaviours (KSBs) coverage

The observation with questions covers:

Observation with questions KSBs	Amplification and Guidance
<p>K2 Safe systems of work: Static and dynamic risk assessments, production methods and requirements, method statements.</p>	<ul style="list-style-type: none"> • Static Risk Assessment <ul style="list-style-type: none"> ○ Identify hazards related to traffic management ○ Assess the likelihood and severity of risks ○ Implement control measures to mitigate identified risks ○ Document the assessment process clearly • Dynamic Risk Assessments: <ul style="list-style-type: none"> ○ Continuously monitor the work environment for new hazards ○ Adjust control measures as necessary in response to changing conditions ○ Communicate any changes and updates to the team promptly • Production Methods and Requirements: Know the methods used in traffic management, including: • Production Methods: <ul style="list-style-type: none"> ○ Setting up and dismantling traffic management systems ○ Using appropriate signage and barriers ○ Ensuring all equipment is in good working order and used correctly • Requirements: Knowing the legal and regulatory requirements, such as: <ul style="list-style-type: none"> ○ Compliance with health and safety regulations ○ Adhering to industry standards and best practices ○ Ensuring all team members are trained and competent

Observation with questions KSBs	Amplification and Guidance
	<ul style="list-style-type: none"> • Method Statements: <ul style="list-style-type: none"> ○ Creating method statements: These documents outline how specific tasks will be carried out safely. Operatives know how to: <ul style="list-style-type: none"> ▪ Describe the task in detail ▪ Identify the hazards and risks associated with the task ▪ Outline the control measures to be implemented ▪ Detail the step-by-step process for completing the task safely ▪ The method statement is communicated to all relevant personnel
<p>K4 Personal Protective Equipment(PPE): Requirements and use in TTM operations.</p>	<ul style="list-style-type: none"> • Types of PPE Required: <ul style="list-style-type: none"> ○ High-Visibility Clothing: Must meet the standards for visibility in various light conditions ○ Hard Hats: To protect against head injuries from falling objects or impacts ○ Safety Footwear: Steel-toe boots to protect feet from heavy objects and provide slip resistance ○ Gloves: To protect hands from cuts, abrasions, and chemical exposure ○ Eye Protection: Safety glasses or goggles to protect against dust, debris, and chemical splashes ○ Hearing Protection: Earplugs or earmuffs to protect against high noise levels.

Observation with questions KSBs	Amplification and Guidance
	<ul style="list-style-type: none"> • Proper Use and Maintenance: <ul style="list-style-type: none"> ○ Correct Fit: All PPE fits properly to provide maximum protection ○ Regular Inspections: Know how to check PPE for damage or wear before each use ○ Cleaning and Storage: Know how to properly clean and store PPE to maintain its effectiveness ○ Replacement: Knowing when to replace PPE that is damaged or no longer provides adequate protection • Legal and Regulatory Requirements: <ul style="list-style-type: none"> ○ Compliance with Standards: Know relevant safety standards and regulations for high-visibility clothing ○ Employer Responsibilities: Know how employers provide the necessary PPE and training on its use ○ Employee Responsibilities: Employees must know how to use PPE as instructed and report any issues with their equipment
<p>K5 TTM system installation planning and organisation techniques.</p>	<ul style="list-style-type: none"> • Planning Techniques: <ul style="list-style-type: none"> ○ Project Scope: Know the scope and objectives of the traffic management project ○ Design Interpretation: Know how to interpret traffic management layouts, designs, and technical specifications. ○ Resource Allocation: Know how to plan and allocate resources, including equipment, systems, signage and personnel, for TTM installations • Organisation Techniques:

Observation with questions KSBs	Amplification and Guidance
	<ul style="list-style-type: none"> ○ Coordination: Know how to coordinate the installation, maintenance, and removal of TTM systems efficiently ○ Scheduling: Know how to create and manage schedules to ensure timely completion of TTM tasks ● Installation Techniques: <ul style="list-style-type: none"> ○ Methodology: Know the correct methods and techniques for installing TTM systems according to industry standards ○ Safety Compliance: Know all installations comply with safety regulations and standards to protect workers and the public
<p>K8 Sources of information, guidance and interpretation methods: Designs, technical specifications and road traffic layouts.</p>	<ul style="list-style-type: none"> ● Sources of information and guidance, such as: <ul style="list-style-type: none"> ○ Traffic Signs Manual Chapter 8 ○ Safety at Street Work and Road Works (A Code of Practice) ○ Guidance on the use of Portable Traffic Signals ○ Traffic Management Contractors Association Guidance Notes ○ Supply Chain Safety Leadership Group documentation ● Designs: Know how to interpret traffic management designs and layouts ● Application: Know how to apply design specifications to real-world traffic management scenarios ● Technical Specifications: Know the technical specifications related to traffic management systems and how to implement these specifications accurately in traffic management operations

Observation with questions KSBs	Amplification and Guidance
	<ul style="list-style-type: none"> • Road Traffic Layouts: Know how to interpret various road traffic layouts and how to adapt traffic management plans based on different road categories and layouts

Observation with questions KSBs	Amplification and Guidance (where required)
<p>K9 TTM documentation requirements.</p>	<ul style="list-style-type: none"> • Types of documentation: <ul style="list-style-type: none"> ○ Traffic Management Plans (TMPs): Detailed plans outlining the layout and management of traffic during roadworks or events ○ Risk Assessments: Documents assessing potential hazards and the measures taken to mitigate them ○ Method Statements: Step-by-step guides on how specific tasks should be carried out safely and efficiently ○ Permits and Approvals: Necessary legal documents and permissions required for TTM activities • Content of Documentation: <ul style="list-style-type: none"> ○ Design Specifications: Detailed descriptions of the design and layout of TTM setups ○ Technical Specifications: Information on the technical requirements and standards for TTM equipment and systems ○ Safety Procedures: Guidelines and protocols to ensure the safety of workers and the public ○ Environmental Considerations: Documentation on how TTM activities will minimise environmental impact • Documentation Processes:

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Preparation: Know how to prepare and compile the necessary documents before starting TTM activities ○ Review and Approval: Procedures for reviewing and obtaining approval for TTM documents from relevant authorities ○ Record Keeping: Maintaining accurate and up-to-date records of all TTM documentation ○ Reporting: Regular reporting on the status and effectiveness of TTM measures ● Regulatory and Compliance Requirements: <ul style="list-style-type: none"> ○ Health and Safety Regulations: Compliance with laws and regulations such as the Health and Safety at Work Act 1974 ○ Industry Standards: Adherence to standards like the National Highways Sector Schemes (NHSS) and Traffic Signs Manuals ○ Data Protection: Know documentation complies with General Data Protection Regulation (GDPR) requirements
<p>K10 The methods and techniques for the installation, securing and removal of traffic management systems. How they support those with mobility and sensory issues.</p>	<ul style="list-style-type: none"> ● Installation Techniques: <ul style="list-style-type: none"> ○ Planning and Design: Traffic management layouts and technical specifications to ensure proper setup ○ Equipment Handling: Safely load, unload, and position traffic management equipment such as cones, barriers, and signs ○ Signage and Signals: Correctly place and secure signs and signals to guide traffic effectively ● Securing Techniques: <ul style="list-style-type: none"> ○ Stability and Safety: Stable and secure equipment to prevent accidents

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Visibility: Make sure all signs and signals are clearly visible to road users, especially in low-light conditions. ○ Regular Checks: Conduct routine inspections to ensure all equipment remains in place and functional ● Removal Techniques: <ul style="list-style-type: none"> ○ Safe Dismantling: Carefully removing equipment without causing disruption or hazards ○ Storage and Transport: Properly storing and transporting equipment to prevent damage and ensure readiness for future use ● Supporting Those with Mobility and Sensory Issues <ul style="list-style-type: none"> ○ Accessibility Considerations: <ul style="list-style-type: none"> ▪ Clear Pathways: Know that pathways are clear and accessible for individuals with mobility aids such as wheelchairs ▪ Tactile Indicators: Know how to use tactile paving and other indicators to assist those with visual impairments ○ Auditory and Visual Aids: <ul style="list-style-type: none"> ▪ Audible Signals: Know how to implement audible signals at crossings to assist those with visual impairments. ▪ High-Contrast Signage: Know how to use high-contrast colours and large fonts on signs to aid those with visual impairments ○ Awareness:

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ▪ Sensitivity: Know about the needs of individuals with mobility and sensory issues ▪ Public Interaction: Know how to be prepared to assist and guide individuals with disabilities safely through traffic management areas
<p>K12 TTM equipment and systems: Types, purpose and preparation.</p>	<ul style="list-style-type: none"> • Types of TTM Equipment and Systems: <ul style="list-style-type: none"> ○ Traffic Cones and Barriers: Know how to use direct and control traffic flow ○ Temporary Traffic Lights and Signals: Know how to manage traffic at roadworks or events ○ Variable Message Signs (VMS): Know how to provide real-time information to road users ○ Impact Protection Vehicles (IPVs): Know how to protect workers from oncoming traffic ○ Portable Traffic Lights: Know about control traffic in temporary situations • Purpose of TTM Equipment and Systems: <ul style="list-style-type: none"> ○ Safety: Know the safety of road workers and the public ○ Traffic Flow Management: Know how to maintain smooth traffic flow around work zones ○ Information Dissemination: Know how to provide clear and timely information to road users ○ Incident Management: Know how to quickly and safely manage traffic in the event of accidents or emergencies • Preparation of TTM Equipment and Systems:

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Inspection and Maintenance: know how to carryout regular checks or inspect equipment for defects to make sure it is in good working condition ○ Maintenance: Know how to perform routine maintenance to keep equipment operational ○ Setup: Know how to properly set up equipment according to design specifications and safety standards ○ Storage: Know how to store equipment correctly to prevent damage and ensure readiness for use ○ Documentation: Know how to accurately record equipment usage, maintenance and any incidents
<p>K27 Manual and mechanical lifting and moving techniques.</p>	<ul style="list-style-type: none"> ● Manual Lifting Techniques: <ul style="list-style-type: none"> ○ Proper Posture: Know the importance of maintaining proper posture to prevent injury ○ Lifting Procedures: Know the correct procedures for lifting, including bending the knees and keeping the back straight ○ Load Assessment: Know how to assess the weight and stability of a load before lifting ● Mechanical Lifting Techniques: <ul style="list-style-type: none"> ○ Equipment Knowledge: Know the types of mechanical lifting equipment (e.g., hoists, cranes, forklifts) and their appropriate uses ○ Operation: <ul style="list-style-type: none"> ▪ Know how to correctly mechanical handling techniques such as yard loading, tail lifts

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> <ul style="list-style-type: none"> ▪ Know how to safely operate mechanical lifting equipment ○ Inspection and Maintenance: Be familiar with the inspection and maintenance requirements for mechanical lifting equipment and know it is safe to use ● Safety Considerations: <ul style="list-style-type: none"> ○ Risk Assessment: Know how to conduct risk assessments to identify potential hazards associated with lifting and moving tasks ○ PPE Usage: Know the importance of using Personal Protective Equipment (PPE) such as gloves and safety boots during lifting operations ○ Team Lifting: Know when and how to perform team lifting for heavy or awkward loads to ensure safety
<p>S1 Comply with health and safety regulations.</p>	<ul style="list-style-type: none"> ● Relevant health and safety legislation: <ul style="list-style-type: none"> ○ Health and Safety at Work Act 1974 (HASWA) ○ Provision and Use of Workplace Equipment 1998 (PUWER) ○ Manual Handling Operations Regulations 1992 (MHOR) ○ Working at Height Regulations 2005 (WAHR) ○ Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
<p>S2 Follows safe systems of work including carrying out static and dynamic risk assessments.</p>	<ul style="list-style-type: none"> ● Conducting Static Risk Assessments: <ul style="list-style-type: none"> ○ Hazard Identification: Identify potential hazards in a static environment (e.g., a fixed worksite) ○ Risk Evaluation: Assess the level of risk associated with identified hazards

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Control Measures: Implement appropriate control measures to mitigate risks ● Conducting Dynamic Risk Assessments: <ul style="list-style-type: none"> ○ Real-Time Assessment: Perform risk assessments in real-time as conditions change (e.g., moving traffic, weather changes). ○ Adaptability: Quickly adapt to new hazards and implement control measures on the spot ○ Continuous Monitoring: Continuously monitor the environment and adjust risk assessments as necessary
<p>S5 Move, handle and store TTM equipment and systems.</p>	<ul style="list-style-type: none"> ● Moving Equipment: <ul style="list-style-type: none"> ○ Safe Lifting: Demonstrate proper lifting techniques, including bending the knees and keeping the back straight ○ Use of Mechanical Aids: Show competence in using mechanical aids like forklifts and hoists for moving heavy equipment ● Handling Equipment: <ul style="list-style-type: none"> ○ Safe Handling: Move, handle, store TTM equipment safely to prevent damage and ensure readiness for use ○ Loading and Unloading: Load and unload TTM equipment from vehicles or plant safely and securely ○ Inspection: Regularly inspect equipment for defects before handling ○ Proper Handling: Handle equipment carefully to avoid damage and ensure it remains in good working condition ● Storing Equipment:

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Storage Procedures: Know the correct procedures for storing TTM equipment to prevent damage, ensure easy access and it is ready for use ○ Organisation: Demonstrate the ability to organise storage areas efficiently, keeping equipment sorted and accessible
<p>S7 Select and use TTM PPE.</p>	<ul style="list-style-type: none"> ● Correct PPE Selection: <ul style="list-style-type: none"> ○ Task-Specific Selection: Demonstrate the ability to select appropriate PPE based on the specific tasks and associated risks ○ Fit and Comfort: Ensure that PPE fits correctly and is comfortable to wear for extended periods ● Proper Use and Wearing of PPE: <ul style="list-style-type: none"> ○ Proper Usage: Show competence in correctly wearing and using PPE to ensure maximum protection ○ Wearing: Ensuring PPE is worn at all times during TTM operations, especially in high-risk areas ○ Inspection: Regularly inspect PPE for any signs of damage or wear and ensure it is in good working condition before use ● Compliance and Safety: <ul style="list-style-type: none"> ○ Adherence to Guidelines: Follow all safety guidelines and protocols related to PPE usage
<p>S8 Interpret traffic management layouts, design and technical specifications.</p>	<ul style="list-style-type: none"> ● Application of Knowledge: <ul style="list-style-type: none"> ○ Implementation: Demonstrate the ability to implement traffic management layouts and designs accurately on-site

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Adaptation: Show flexibility in adapting designs to real-world conditions while maintaining compliance with safety standards ● Technical Specifications: <ul style="list-style-type: none"> ○ Compliance: Ensure that all traffic management systems are installed according to the specified technical requirements
<p>S9 Select and prepare TTM equipment and systems.</p>	<ul style="list-style-type: none"> ● Selection of equipment: <ul style="list-style-type: none"> ○ Task Requirements: Select appropriate equipment based on the specific design requirements of the traffic management task ○ Safety Standards: Ensure that selected equipment meets all relevant safety standards and regulations ○ Consider accessibility: Ensure the selected equipment does not disadvantage those with mobility and sensory impairments ● Preparation of Equipment: <ul style="list-style-type: none"> ○ Inspect equipment: Conduct thorough inspections of TTM equipment to check for defects or damage before use. Ensure it is in good working conditions and meets safety standards ○ Maintenance and repairs: Perform minor maintenance and repairs to TTM equipment as needed, and report any defects or faults ○ Setup: Properly set up equipment according to design specifications and safety guidelines ● Use of Digital Technologies: <ul style="list-style-type: none"> ○ Digital Configuration: Apply digital TTM technologies to configure signs and signals according to design specifications

Observation with questions KSBs	Amplification and Guidance (where required)
<p>S10 Plan for and organise installation.</p>	<ul style="list-style-type: none"> • Review and Interpretation: <ul style="list-style-type: none"> ○ Analyse design specifications: Thoroughly review and interpret traffic management layouts, design specifications, and method statements to understand the requirements for the installation ○ Identify resources: Determine necessary TTM equipment, signage, and resources required for the installation • Planning: <ul style="list-style-type: none"> ○ Develop a plan: Create a detailed plan for the installation process, including timescales, resource allocation and contingency plans • Organising the Installation: <ul style="list-style-type: none"> ○ Scheduling: Create a detailed schedule that outlines the steps and timeline for the installation ○ Coordination: Coordinate with team members and other stakeholders to ensure everyone is informed and aligned • Site Preparation: <ul style="list-style-type: none"> ○ Site Assessment: Conduct a thorough assessment of the site to identify any potential issues or hazards ○ Preparation: Ensure the site is prepared and ready for the installation, including setting up any preliminary safety measures • Implementation: <ul style="list-style-type: none"> ○ Execution: Oversee the execution of the installation plan, ensuring all steps are followed accurately

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Adaptability: Be prepared to adapt the plan as needed based on real-time conditions and challenges
<p>S13 Install, position, secure and remove TTM equipment and systems tailored to the road type, without disadvantaging those with mobility and sensory impairment.</p>	<ul style="list-style-type: none"> ● Installation Techniques: <ul style="list-style-type: none"> ○ Correct Methods: Demonstrate the correct methods for installing TTM equipment according to road type and design specifications ○ Safety Compliance: Ensure all installations comply with safety regulations and standards ● Positioning and Securing Equipment: <ul style="list-style-type: none"> ○ Stability: Ensure that all TTM equipment is positioned and secured to prevent movement or displacement ○ Visibility: Position equipment to maximize visibility for road users, ensuring clear guidance and warnings ● Removal Techniques: <ul style="list-style-type: none"> ○ Safe Removal: Demonstrate safe removal techniques to avoid hazards and ensure the site is left in a safe condition ○ Efficiency: Remove equipment efficiently to minimize disruption to traffic flow ● Supporting Mobility and Sensory Impairments: <ul style="list-style-type: none"> ○ Accessibility: Ensure that TTM systems are installed in a way that does not disadvantage individuals with mobility or sensory impairments ○ Clear Signage: Use clear and accessible signage to guide those with visual or hearing impairments

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Pathways: Maintain clear and safe pathways for pedestrians, including those using mobility aids
<p>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.</p>	<ul style="list-style-type: none"> ● Incursion Warning Systems: <ul style="list-style-type: none"> ○ Setup and Configuration: Demonstrate how to set up and configure incursion warning systems to alert workers and drivers of potential hazards ○ Monitoring and Response: Show how to monitor the system and respond to alerts effectively to ensure safety ● Automated Traffic Signal Controls: <ul style="list-style-type: none"> ○ Installation and Programming: Install and program automated traffic signals to manage traffic flow efficiently ○ Troubleshooting: Identify and resolve issues with traffic signal operations to maintain smooth traffic movement ● Variable Message Signs (VMS): <ul style="list-style-type: none"> ○ Operation and Management: Operate VMS to display real-time information to drivers, such as road conditions, detours, and safety messages ○ Content Updating: Update the content on VMS quickly and accurately based on changing traffic conditions ● Tablet-Based Work Management Systems: <ul style="list-style-type: none"> ○ Usage and Navigation: Demonstrate proficiency in using tablet-based systems for managing work orders, logging activities, and communicating with the team

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Data Entry and Reporting: Accurately enter data and generate reports to track progress and ensure compliance with safety standards
<p>S16 Restore the carriageway to a safe condition.</p>	<ul style="list-style-type: none"> ● Assessment and Planning: <ul style="list-style-type: none"> ○ Initial Site Assessment: Conduct a thorough assessment of the site to identify any hazards, damage and areas requiring immediate attention ○ Planning: Develop a detailed plan for restoring the carriageway, including the necessary resources and equipment needed ● Hazard Management: <ul style="list-style-type: none"> ○ Identify hazards: Recognize potential hazards such as debris, potholes, and damaged barriers ○ Implement Safety Measures: Set up appropriate safety measures, including signage and barriers, to protect workers and the public ● Traffic Management: <ul style="list-style-type: none"> ○ Temporary Traffic Control: Implement temporary traffic control measures to manage traffic flow safely around the work area ● Final Quality Control Checks: <ul style="list-style-type: none"> ○ Inspection: Conduct a final inspection to ensure the carriageway is restored to a safe condition ○ Compliance Verification: Verify that all restoration work complies with relevant regulations and standards

Observation with questions KSBs	Amplification and Guidance (where required)
<p>S19 Complete task documentation, paper-based or digital.</p>	<ul style="list-style-type: none"> • Paper-Based Documentation: <ul style="list-style-type: none"> ○ Manual Entry: Demonstrate the ability to manually complete forms and records accurately ○ Legibility: Ensure handwriting is clear and legible to avoid misinterpretation ○ Organisation: Keep paper-based records organised and easily accessible for review and audits • Digital Documentation: <ul style="list-style-type: none"> ○ Software Proficiency: Be proficient in using digital tools and software for documentation, such as tablets, computers, and specialised traffic management systems ○ Backup procedures: Understand how to save and back up digital documents to prevent data loss ○ Data Entry: Accurately enter data into digital systems, ensuring all required fields are completed ○ File Management: Understand how to save, store, and back up digital records securely
<p>B1 Prioritise health and safety.</p>	<ul style="list-style-type: none"> • Commitment to Health and Safety: <ul style="list-style-type: none"> ○ Culture: Demonstrate a strong commitment to fostering a health and safety culture within the team ○ Leadership: Lead by example, consistently prioritising health and safety in all activities • Compliance with Regulations: <ul style="list-style-type: none"> ○ Knowledge: Understand and comply with all relevant health and safety regulations, standards, and guidelines

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Implementation: Ensure that all work practices and procedures adhere to these regulations ● Risk Management: <ul style="list-style-type: none"> ○ Risk Assessments: Conduct thorough static and dynamic risk assessments to identify and mitigate potential hazards ○ Control Measures: Implement appropriate control measures to manage identified risks effectively ● Safe Systems of Work: <ul style="list-style-type: none"> ○ Procedures: Follow and enforce safe systems of work, ensuring that all team members are aware of and adhere to these procedures ○ Continuous Improvement: Regularly review and provide information to improve safety procedures to enhance overall safety performance ● Training and Awareness: <ul style="list-style-type: none"> ○ Education: Adequate health and safety training carried out ○ Awareness: Awareness of health and safety issues and best practices ● Incident Reporting and Response: <ul style="list-style-type: none"> ○ Reporting: Prompt and accurate reporting of all incidents, near-misses, and hazards as and when they occur ○ Response: Respond swiftly and effectively to any health and safety incidents, ensuring appropriate measures are taken to prevent recurrence ● Personal Responsibility:

Observation with questions KSBs	Amplification and Guidance (where required)
	<ul style="list-style-type: none"> ○ Accountability: Take personal responsibility for health and safety, demonstrating accountability for actions and decisions ○ Proactive Approach: Be proactive in identifying and addressing potential health and safety issues before they become problems
<p>B4 Takes responsibility for own work.</p>	<ul style="list-style-type: none"> ● Accountability: <ul style="list-style-type: none"> ○ Ownership: Demonstrate ownership of tasks and responsibilities, ensuring they are completed to a high standard ○ Reliability: Be dependable and consistent in delivering work on time and to the required quality ● Self-Management: <ul style="list-style-type: none"> ○ Time Management: Effectively manage time to meet deadlines and prioritise tasks ○ Organisation: Keep work organised and maintain a clear record of activities and progress ● Problem-Solving: <ul style="list-style-type: none"> ○ Initiative: Show initiative in identifying and resolving issues independently ○ Decision-Making: Make informed decisions and take appropriate actions without needing constant supervision ● Ethical Conduct: <ul style="list-style-type: none"> ○ Integrity: Maintain high ethical standards and honesty in all work-related activities ○ Compliance: Ensure all actions comply with relevant laws, regulations, and company policies

Observation with questions roles and responsibilities

Role	Responsibility
Independent Assessor	<p>Explain, to the apprentice, the format and timescales of the observation with questions before it starts.</p> <p>Conduct and assess the observation with questions.</p> <p>Use language in the delivery of the EPA that is appropriate to level 2.</p> <p>Invigilate and supervise the apprentice during tests, including moving between tasks and breaks, to prevent malpractice in line with Energy & Environment Awards invigilation procedures.</p> <p>Record and report assessment outcome decisions for each apprentice, following instructions and using assessment recording documentation provided by Energy & Environment Awards.</p>
Employer/Training Provider	<p>The training provider must liaise effectively with the employer to ensure the apprentice is prepared for the observation with questions.</p> <p>Provide the location for the observation with questions, which must be suitably equipped to allow the apprentice to attempt all aspects of the observation.</p> <p>Provide all necessary tools and equipment for the apprentice.</p> <p>Ensure the apprentice has access to the resources used on a daily basis.</p> <p>Use Energy & Environment Awards observation with questions review service to review fitness for purpose of the assessment task.</p>
Energy & Environment Awards	<p>Energy & Environment Awards will review the arrangements for the observation with questions planned by the employer/training provider.</p> <p>Arrange for the observation with questions to take place, in consultation with the employer/training provider and independent assessor.</p>

Component 2: Interview based on an EPA portfolio

Overview

The interview is based on the apprentice's EPA portfolio and focuses on holistic evidence covering the KSBs relating to the interview. The apprentices may refer to their EPA portfolio to help answer interview questions.

The EPA portfolio is **not assessed**. The EPA Portfolio Template is designed to assist the apprentice during their interview. The apprentice should use the EPA Portfolio Template to collate evidence in preparation for their interview. It should only contain evidence compiled throughout the apprenticeship. The EPA Portfolio Template will be issued to employers/training providers by their Energy & Environment Awards Service Delivery Coordinator and must be completed and submitted to Energy & Environment Awards at Gateway.

The apprentice will be given at least **2 weeks notice** of the interview.

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

Assessors	1 independent assessor approved by Energy & Environment Awards will conduct the interview.
Interview structure - based on an EPA portfolio	<p>The apprentice's Manager/Mentor must support the completion of the EPA Portfolio Template tasks in accordance with company policy and procedures.</p> <p>Types and number of questions:</p> <ul style="list-style-type: none"> • The independent assessor will ask at least 8 questions • Standardised open questions which will be asked based on the contents of the evidence in the EPA portfolio to explore the apprentice's level of knowledge, skills and behaviours • Additional follow up questions are allowed, to seek clarification. <p>Location: Employer's premises or a suitable venue for example a training provider's premises.</p> <p>Time:</p> <ul style="list-style-type: none"> • The interview must last 60 minutes • The independent assessor has the discretion to increase the time of the interview by up to 10%, to allow the apprentice to complete their last answer

	<p>The interview will be:</p> <ul style="list-style-type: none"> • conducted by 1 independent assessor • face to face or remote, as agreed • recorded in writing using the interview record form provided by Energy & Environment Awards • video recorded using relevant technology, such as Microsoft Teams or an audio recording device • conducted under examination conditions <p>The apprentice must have access to their EPA portfolio throughout the interview.</p> <p>Although questioning will cover ALL the elements of the LTMO standard (listed below in this section of the Specification), the independent assessor will prioritise areas according to what they see in the EPA portfolio.</p> <p>For further guidance on the EPA portfolio refer to Section 5 Practical Guidance on EPA Portfolio.</p>
<p>What topics will be covered?</p>	<p>For further details refer to ‘Knowledge, Skills and Behaviours (KSBs) Coverage below pages [34 - 54].</p>
<p>When will the EPA portfolio be referred to?</p>	<p>The EPA portfolio:</p> <ul style="list-style-type: none"> • will be reviewed by the independent assessor before the interview • can be referred to by the apprentice to illustrate their answers <p>Note: the EPA portfolio is not directly assessed.</p>
<p>Grading</p>	<p>Fail, Pass or Distinction</p>

Interview based on an EPA portfolio knowledge, skills and behaviours (KSBs) coverage

The interview based on an EPA portfolio covers the following (Task references relate to Tasks specified in the EPA Portfolio template):

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
<p>K7 Types of signals and verbal instructions (including radio use) required for the movement of vehicles and plant.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Types of Signals <ul style="list-style-type: none"> ○ Hand Signals: <ul style="list-style-type: none"> ▪ Stop: the correct hand signal for stopping vehicles ▪ Move Forward/Backward: the hand signals used to direct vehicles forward or backward ▪ Turn Left/Right: the hand signals for turning vehicles left or right ○ Traffic Signs: <ul style="list-style-type: none"> ▪ Temporary Traffic Signs: Temporary signs used in traffic management ▪ Warning Signs: Warning signs indicating hazards or changes in road conditions • Verbal Instructions <ul style="list-style-type: none"> • Direct Communication: <ul style="list-style-type: none"> ▪ Clear Instructions: knowing how to give clear and concise verbal instructions to drivers and plant operators ▪ Standard Phrases: know how to use standard phrases to ensure instructions are understood and followed • Radio Use:

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ▪ Protocols: Adherence to radio communication protocols ▪ Emergency Communication: Knowing the procedures for using the radio in emergency situations ▪ Channel Management: know how to manage radio channels effectively for different types of communication

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
<p>K11 The methods and techniques for the inspection, maintenance and repair of traffic management systems and equipment. Replacement procedures.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Inspection Techniques: <ul style="list-style-type: none"> ○ Methods for conducting thorough inspections of traffic management systems. ○ Identifying common faults and issues during inspections • Maintenance Procedures: <ul style="list-style-type: none"> ○ Routine maintenance tasks and schedules ○ Techniques for maintaining different types of traffic management equipment • Repair Methods: <ul style="list-style-type: none"> ○ Step-by-step procedures for repairing various traffic management systems ○ Use of appropriate tools and materials for repairs • Replacement Procedures:

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Safe handling and replacement of faulty or damaged equipment ○ Ensuring minimal disruption to traffic flow during replacement activities

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
<p>K15 TTM vehicles and plant: Operation, operator checking, maintenance, minor repair and fault or defect escalation techniques.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> ● Operation of TTM Vehicles and Plant: <ul style="list-style-type: none"> ○ Types of Vehicles and Plant: Knowing the range, purpose, and characteristics of TTM vehicles and plant, such as specially adapted lorries, vans, and impact protection vehicles (IPVs) ○ Operational Procedures: Knowledge of how to operate these vehicles and plant safely and efficiently ● Operator Checking Procedures: <ul style="list-style-type: none"> ○ Pre-Operational Checks: Evidence of conducting routine pre-operational checks to ensure vehicles and plant are safe to use ○ Checklists: Knowing how to identify common issues during operator checks and the steps to address them with the use of standardised checklists to document these checks ● Maintenance procedures: <ul style="list-style-type: none"> ○ Routine Maintenance: tasks and schedules for TTM vehicles and plant ○ Techniques: for maintaining different types of TTM equipment

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
	<ul style="list-style-type: none"> • Minor Repair Methods: <ul style="list-style-type: none"> ○ Repair Techniques: Know how to perform minor repairs on TTM vehicles and plant ○ Tools and Materials: Knowledge of tools and materials used for minor repairs • Fault or Defect Escalation Techniques: <ul style="list-style-type: none"> ○ Identification of Faults: Know how to identify and diagnose faults or defects in TTM vehicles and plant ○ Reporting Procedures: Know the procedures for reporting faults or defects to the appropriate personnel including the documentation ○ Escalation Protocols: Know escalation protocols for serious faults or defects that require specialist attention ○ Client Feedback: Positive feedback from clients or stakeholders on the quality of the apprentice's work
<p>S3 Carry out operator maintenance and minor repair, checks and configuration requirements to TTM vehicles within limits of responsibility, escalating defects. For example: impact protection vehicle (IPV), traffic management installation vehicle, traffic management maintenance vehicle, traffic management airlock or closure point vehicle or traffic management convoy vehicle.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Operator Maintenance and Minor Repair: <ul style="list-style-type: none"> ○ Routine Maintenance: Evidence of performing routine maintenance tasks on TTM vehicles, such as checking fluid levels, tire pressure, and battery health ○ Minor Repairs: Documentation of minor repair activities, such as replacing bulbs, fuses, or other small components ○ Tools and Materials: Use of appropriate tools and materials for maintenance and repair tasks

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
	<ul style="list-style-type: none"> • Checks and Configuration Requirements: <ul style="list-style-type: none"> ○ Pre-Operational Checks: Detailed logs of pre-operational checks, ensuring vehicles are safe and ready for use ○ Configuration Adjustments: Evidence of configuring vehicles for specific traffic management tasks, such as setting up impact protection vehicles (IPVs) or adjusting equipment on traffic management installation vehicles • Escalating Defects: <ul style="list-style-type: none"> ○ Fault Identification: Ability to identify and diagnose faults or defects in TTM vehicles ○ Reporting Procedures: Documentation of the procedures for reporting faults or defects to the appropriate personnel. ○ Escalation Protocols: Understanding and application of escalation protocols for serious faults or defects that require specialist attention
<p>S4 Carry out operator maintenance and minor repair, checks and configuration requirements to TTM plant within limits of responsibility, escalating defects. For example: mobile lane closure signs & trailers, temporary traffic light units, ROBO stop and go signs, portable variable message signs or portable tower lights.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Operator Maintenance and Minor Repair: <ul style="list-style-type: none"> ○ Routine Maintenance: Evidence of performing routine maintenance tasks on TTM plant, such as checking fluid levels, brake lights and beacons ensuring all components are functioning correctly ○ Minor Repairs: Documentation and skills in performing minor repair activities, such as replacing bulbs, fuses, or other small components ○ Tools and Materials: Use of appropriate tools and materials for maintenance and repair tasks

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
	<ul style="list-style-type: none"> • Checks and Configuration Requirements: <ul style="list-style-type: none"> ○ Pre-Operational Checks: Detailed logs of pre-operational checks, ensuring TTM plant is safe and ready for use ○ Configuration Adjustments: Evidence of configuring TTM plant for specific traffic management tasks, such as setting up mobile lane closure signs or adjusting temporary traffic light units • Fault or Defect Escalation: <ul style="list-style-type: none"> ○ Fault Identification: Ability to identify and diagnose faults or defects in TTM plant ○ Reporting Procedures: Documentation of the procedures for reporting faults or defects to the appropriate personnel ○ Escalation Protocols: Understanding and application of escalation protocols for serious faults or defects that require specialist attention
<p>S11 Inspect, maintain, repair and replace TTM equipment and systems.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Inspection Skills: <ul style="list-style-type: none"> ○ Routine Inspections: Evidence of conducting regular inspections of TTM equipment and systems, including checklists and reports ○ Detailed Inspections: Understanding of the inspection criteria and standards for different types of TTM equipment • Maintenance Skills: <ul style="list-style-type: none"> ○ Preventive Maintenance: Records of scheduled maintenance activities to prevent equipment failure, such as cleaning, lubrication, and adjustments

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Corrective Maintenance: Documentation of maintenance activities performed in response to identified issues, ensuring equipment remains operational ● Repair Skills: <ul style="list-style-type: none"> ○ Minor Repairs: Evidence of performing minor repairs on TTM equipment, such as fixing or replacing small components ○ Major Repairs: Documentation of significant repair activities, including the steps taken and materials used ● Replacement Skills: <ul style="list-style-type: none"> ○ Equipment Replacement: Competence in safely replacing faulty or damaged TTM equipment. Records showing the process of replacing faulty or outdated equipment, including the criteria for replacement and the steps followed ○ Parts Replacement: Understanding of the procedures for handling and installing replacement parts. Documentation of replacing specific parts within larger systems, ensuring the equipment functions correctly
<p>S12 Operate and guide plant and vehicles to create safe working zones within limits of responsibility.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> ● Operation of Plant and Vehicles: <ul style="list-style-type: none"> ○ Types of Plant and Vehicles: Competence in operating various types of plant and vehicles used in traffic management, such as impact protection vehicles (IPVs), traffic management installation vehicles, and maintenance vehicles

Task 1: TTM vehicle, plant and equipment operation and maintenance	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Operational Procedures: Understanding of vehicle and plant configurations and their specific uses in creating safe working zones ● Guiding techniques: <ul style="list-style-type: none"> ○ Hand Signals and Verbal Instructions: Skills in using hand signals and verbal instructions to guide plant and vehicles to the correct positions for setting up safe working zones ○ Radio Communication: Evidence of using radio communication to coordinate movements and ensure safety ● Creating Safe Working Zones: <ul style="list-style-type: none"> ○ Setup and Configuration: Evidence of setting up and configuring plant and vehicles to create safe working zones, including positioning barriers, signs, and cones ○ Risk Assessments: Documentation of conducting risk assessments to identify potential hazards and implement control measures ● Safety Practices: <ul style="list-style-type: none"> ○ Adherence to Safety Standards: Evidence of following safety standards and protocols to ensure the safety of workers and the public ○ Implementing measures: Evidence of mitigating identified risks
Task 2: Loading and unloading TTM systems and equipment	Amplification and guidance (where required)
K6 Risks and precautions when loading, unloading and securing TTM equipment	A Lead Traffic Management Operative should be able to evidence on site or in the yard:

Task 2: Loading and unloading TTM systems and equipment	Amplification and guidance (where required)
<p>and systems from and to TTM vehicles and plant.</p>	<ul style="list-style-type: none"> • Risks Associated with Loading and Unloading: <ul style="list-style-type: none"> ○ Manual Handling Risks: Know the risks of manual handling, such as strains and injuries, and how to mitigate them ○ Equipment Damage: Awareness of the potential for damaging equipment during loading and unloading. ○ Vehicle Stability: Know how improper loading can affect vehicle stability and safety • Precautions to Mitigate Risks: <ul style="list-style-type: none"> ○ Use of PPE (Personal Protective Equipment): Evidence of using appropriate PPE, such as gloves, safety boots, and high-visibility clothing ○ Safe Lifting Techniques: know how to competently apply safe lifting techniques to prevent injuries ○ Securing Loads: Know and apply methods to secure loads properly to prevent movement during transit • Securing TTM Equipment and Systems: <ul style="list-style-type: none"> ○ Load Distribution: Skills in knowing how to distribute loads evenly to maintain vehicle balance ○ Use of Restraints: Know to use straps, ropes, and other restraints to secure equipment ○ Inspection of Securing Devices: Know how to carry out regular checks and maintenance of securing devices to ensure they are in good condition • Procedures for Loading and Unloading:

Task 2: Loading and unloading TTM systems and equipment	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Standard Operating Procedures (SOPs): Documentation of following SOPs for loading and unloading TTM equipment ○ Risk Assessments: Conducting and documenting risk assessments before loading and unloading activities ○ Emergency Procedures: Know how to manage an emergency procedure in case of accidents or equipment failure during loading and unloading
<p>S6 Load, unload and secure TTM equipment and systems to and from vehicles or plant.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> ○ Loading and Unloading Procedures: <ul style="list-style-type: none"> ○ Safe Lifting Techniques: Evidence of using proper lifting techniques to prevent injuries ○ Use of Equipment: Documentation of using equipment like forklifts, hoists, or trolleys to assist with loading and unloading ○ Manual Handling: Demonstration of safe manual handling practices when loading and unloading equipment ○ Securing Equipment and Systems: <ul style="list-style-type: none"> ○ Load Distribution: Knowledge and application of distributing loads evenly to maintain vehicle stability ○ Use of Restraints: Evidence of using straps, ropes, and other securing devices to prevent movement during transit ○ Inspection of Securing Devices: Regular checks and maintenance of securing devices to ensure they are in good condition

Task 3: Incident Management	Amplification and guidance (where required)
<p>K18 Incident management protocols for operations adjacent to live traffic on highway networks.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Incident Management Procedures: <ul style="list-style-type: none"> ○ Understanding Procedures: Evidence of understanding the specific protocols for managing incidents adjacent to live traffic, including the steps to take in various scenarios ○ Types of Incidents: Aware of different types of incidents that can occur, such as accidents, vehicle breakdowns, and emergency situations • Risk Assessment and Mitigation: <ul style="list-style-type: none"> ○ Risk Assessments: Documentation of conducting risk assessments to identify potential hazards and implement control measures ○ Mitigation Strategies: Evidence of strategies used to mitigate risks during incident management, such as setting up exclusion zones and using appropriate signage • Communication Procedures: <ul style="list-style-type: none"> ○ Internal Communication: Clear and effective communication with team members and supervisors during an incident ○ External Communication: Know the procedures for communicating with emergency services, highway authorities, and other stakeholders ○ Hand signals and verbal instructions: Know how to guide the movement of vehicles and plant • Safety Practices:

Task 3: Incident Management	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Personal Protective Equipment (PPE): Know how to appropriate PPE during incident management ○ Safety Measures: Documentation of safety measures taken to protect workers and the public, such as traffic control and barrier placement
<p>K19 Incident response techniques: Emergencies, traffic accidents and persons in crisis.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> ● Incident Response Techniques: <ul style="list-style-type: none"> ○ Emergencies: Know the procedures for responding to various emergencies situations, such as fires, hazardous material spills, and severe weather conditions. Detailing the steps taken to ensure safety and manage the incident ○ Traffic Accidents: Know how to handle traffic accidents, including initial response, securing the scene and coordinating with emergency services ○ Persons in Crisis: Know the techniques for managing situations involving vulnerable individuals in crisis, such as experiencing a medical emergency, mental health crisis, or other distress, demonstrating empathy, communication skills, and appropriate intervention techniques
<p>S15 Respond to and contain emergencies including traffic accidents and vulnerable persons in crisis and seek support of formal responders.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> ● Responding to Emergencies:

Task 3: Incident Management	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Traffic Accidents: Evidence of managing traffic accidents, including initial response, securing the scene, and coordinating with emergency services ○ Assisting Vulnerable Persons in Crisis: Evidence of handling situations involving vulnerable individuals such as those experiencing a medical emergency or mental health crisis, demonstrating empathy, effective communication and appropriate intervention techniques ● Seeking Support from Formal Responders: <ul style="list-style-type: none"> ○ Communication: Evidence of following communication protocols to request assistance from formal responders ○ Detailed Reporting: Documentation of providing detailed and accurate information to responders to facilitate their intervention

Task 4: Teamwork and communication	Amplification and guidance (where required)
<p>K20 Verbal communication techniques and TTM terminology.</p>	<p>A Lead Traffic Management Operative should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Verbal Communication Techniques: <ul style="list-style-type: none"> ○ Clear and Concise Communication: Know how to apply clear and concise language to convey instructions and information effectively ○ Active Listening: Know how to actively listen, ensuring understanding and appropriate responses to queries and instructions ○ Conflict Resolution: Know the methods for managing and de-escalating conflicts through verbal communication ○ Public Interaction: Know how to communicate with the public, including providing information and addressing concerns in a professional manner ○ Team Communication: Know how to effectively communicate within the team to ensure smooth operations and safety • Temporary Traffic Management (TTM) Terminology: <ul style="list-style-type: none"> ○ Standard Terms and Phrases: Knowledge of standard TTM terms and phrases used in the industry ○ Signage and Equipment Terminology: Know the specific terminology related to TTM signage and equipment ○ Regulatory and Safety Terms: Familiarity with terms related to regulatory requirements and safety procedures

Task 4: Teamwork and communication	Amplification and guidance (where required)
K25 Principles of team working.	<p>A Lead Traffic Management Operative should be able to evidence that they know about:</p> <ul style="list-style-type: none"> • Principles of Team Working: <ul style="list-style-type: none"> ○ Role Clarity: Evidence of knowing the different roles within a team and how they contribute to overall objectives ○ Responsibilities: Knowledge of the specific responsibilities of each team member, including their own role ○ Techniques for fostering collaboration and communication: Among team members ○ Strategies: for conflict resolution and maintaining team morale
S18 Communicate with others verbally: internal and external customers, colleagues and managers.	<p>A Lead Traffic Management Operative is should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Verbal communication with Internal Customers: <ul style="list-style-type: none"> ○ Clear and effective: Communication with team members and supervisors ○ Provide instructions, updates and feedback: In a concise manner • Verbal Communication with External Customers: <ul style="list-style-type: none"> ○ Customer Interaction: Evidence of communicating with external customers, such as providing information, addressing concerns, and ensuring customer satisfaction ○ Traffic Management: Explaining traffic management plans and addressing any concerns or questions • Verbal Communication with Colleagues and Managers:

Task 4: Teamwork and communication	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Collaboration: Collating with colleagues to ensure smooth operations ○ Reporting: To managers and providing updates on project progress and any issues
S20 Applies team working principles.	<p>A Lead Traffic Management Operative is should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> ● Apply Team Working Principles: <ul style="list-style-type: none"> ○ Understanding and implementing: effective team working strategies ○ Collaborating: with team members to achieve common goals ○ Supporting: an inclusive and diverse team environment ○ Resolving: conflicts and maintaining team morale
B3 Support an equal, diverse and inclusive culture.	<p>A Lead Traffic Management Operative is should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> ● Support for Equality, Diversity and Inclusion: <ul style="list-style-type: none"> ○ Promoting an inclusive work environment where all team members feel valued and respected ○ Demonstrating awareness and understanding of diversity issues ○ Taking proactive steps to ensure equality and prevent discrimination

Task 5: Sustainability	Amplification and guidance (where required)
<p>K23 Environmental and sustainability regulations. Efficient use of resources, recycling, reuse, surface water contamination and safe disposal of waste. TTM impacts on the wider environment.</p>	<p>A Lead Traffic Management Operative is should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Environmental and Sustainability Regulations: <ul style="list-style-type: none"> ○ Legislation and Regulations: Evidence of understanding relevant environmental and sustainability legislation and standards, such as the Environmental Protection Act and local regulations ○ Knowledge of industry standards and best practices: for sustainability in traffic management • Efficient Use of Resources: <ul style="list-style-type: none"> ○ Resource Management: Knowledge of strategies for efficient use of resources, such as minimising waste and optimising the use of materials ○ Energy Efficiency: Evidence of practices that promote energy efficiency in traffic management operations • Recycling and Reuse: <ul style="list-style-type: none"> ○ Recycling Programs: Practices for segregating and recycling materials ○ Reuse Initiatives: Examples of reusing materials and equipment to reduce waste • Surface Water Contamination: <ul style="list-style-type: none"> ○ Preventive Measures: Knowledge of measure to protect water quality during traffic management activities ○ Cause and Prevention: knowing the causes and prevention of surface water contamination

Task 5: Sustainability	Amplification and guidance (where required)
	<ul style="list-style-type: none"> • Safe Disposal of Waste: <ul style="list-style-type: none"> ○ Procedures for the safe disposal of hazardous and non-hazardous waste ○ Compliance with waste disposal regulations and guidelines • TTM Impacts on the Wider Environment: <ul style="list-style-type: none"> ○ Environmental Impact Assessments: Knowledge of conducting environmental impact assessments for TTM projects ○ Mitigation Strategies: Evidence of strategies to mitigate negative environmental impacts, such as reducing noise and air pollution
<p>S17 Comply with environmental and sustainability regulations, standards and guidance. Segregate resources for reuse, recycling and disposal.</p>	<p>A Lead Traffic Management Operative is should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Compliance with Environmental and Sustainability Regulations: <ul style="list-style-type: none"> ○ Legislation and Standards: Evidence of understanding and adhering to relevant environmental and sustainability legislation and standards, such as the Environmental Protection Act and local regulations ○ Compliance: Documentation showing how the apprentice ensures compliance with these regulations in their daily work • Segregation of Resources for Reuse, Recycling, and Disposal: <ul style="list-style-type: none"> ○ Efficiently segregating materials to maximize reuse and recycling ○ Proper disposal of waste to prevent environmental contamination

Task 6: CPD and wellbeing	Amplification and guidance (where required)
<p>K26 The impact of mental health issues on the construction industry. Signs and symptoms of mental health issues, tools and techniques to improve mental health and support others.</p>	<p>A Lead Traffic Management Operative is should be able to evidence on site or in the yard:</p> <ul style="list-style-type: none"> • Impact of Mental Health Issues on the Construction Industry: <ul style="list-style-type: none"> ○ Statistics and Data: Evidence of understanding the prevalence of mental health issues in the construction industry, including relevant statistics and data ○ Industry Challenges: Knowledge of specific challenges in the construction industry that contribute to mental health issues, such as high-stress environments, long hours, and job insecurity • Signs and Symptoms of Mental Health Issues: <ul style="list-style-type: none"> ○ Recognising Common Symptoms: Knowing common signs and symptoms of mental health issues, such as anxiety, depression, stress, and burnout ○ Behavioural Indicators: Knowledge of behavioural changes that may indicate mental health issues, such as withdrawal, changes in work performance, and increased absenteeism • Tools and Techniques to Improve Mental Health: <ul style="list-style-type: none"> ○ Stress Management Techniques: Evidence of knowledge about techniques to manage stress, such as mindfulness, relaxation exercises, and time management ○ Healthy Lifestyle Choices: Understanding the importance of a healthy lifestyle, including regular exercise, balanced diet, and adequate sleep, in maintaining good mental health

Task 6: CPD and wellbeing	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ Work-Life Balance: Strategies to promote a healthy work-life balance, such as setting boundaries and taking regular breaks ● Supporting Others: <ul style="list-style-type: none"> ○ Communication Skills: Evidence of effective communication skills to support colleagues experiencing mental health issues, including active listening and empathy ○ Referral Processes: Knowledge of the processes for referring individuals to professional support services, such as Employee Assistance Programs (EAPs) and mental health professionals ○ Creating a Supportive Environment: Understanding how to create a supportive work environment that encourages open discussions about mental health and reduces stigma
<p>B2 Committed to continued professional development (CPD) to maintain and enhance competence in their own area of practice.</p>	<p>A Lead Traffic Management Operative should be able to evidence their commitment to CPD:</p> <ul style="list-style-type: none"> ● Training and Courses: <ul style="list-style-type: none"> ○ Certificates of Completion: Include certificates from relevant training courses, workshops, and seminars attended ○ Course Descriptions: Provide descriptions of the courses, including the objectives and key learnings ● Professional Development Plans: <ul style="list-style-type: none"> ○ CPD Plan: Document CPD plan, outlining goals, the activities planned to undertake, and the timeline for achieving them ○ Progress Reports: Include regular updates on progress towards CPD goals ● Workplace Learning:

Task 6: CPD and wellbeing	Amplification and guidance (where required)
	<ul style="list-style-type: none"> ○ On-the-Job Training: Evidence of on-the-job training sessions, including topics covered and skills acquired ○ Mentorship: Documentation of any mentorship or coaching received, including feedback and outcomes ● Industry Engagement: <ul style="list-style-type: none"> ○ Professional Associations: Membership in relevant professional associations or industry bodies ○ Conferences and Events: Participation in industry conferences, trade shows, and networking events ● Knowledge Sharing: <ul style="list-style-type: none"> ○ Presentations and Workshops: Evidence of delivering presentations or workshops to colleagues, sharing knowledge and best practices ○ Team Meetings: Participation in team meetings to share insights from CPD activities

Interview based on an EPA portfolio roles and responsibilities

Role	Responsibility
Independent Assessor	Record and report assessment outcome decisions for each apprentice, following instructions and using assessment recording documentation provided by Energy & Environment Awards.
Employer/Training Provider	<p>The interview must be scheduled with Energy & Environment Awards for a date and time which allow the apprentice to be well prepared.</p> <p>Ensure the apprentice has access to their EPA portfolio before and on the day of the interview.</p>
Energy & Environment Awards	<p>Arrange for the interview to take place, in consultation with the employer/training provider and independent assessor.</p> <p>Develop and produce an assessment specification, question bank and assessment materials in line with the EPA plan.</p>

Component 3: Multiple-choice Test

Overview

The multiple-choice test is a computer-based test which consists of 30 multiple-choice questions. Paper-based tests are available on request.

Apprentices have 60 minutes to complete the test.

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

The Pass mark is 21 correct answers.

The Distinction mark is 26 correct answers.

For this paper:

- a (scientific) calculator is allowed
- access to the internet or intranet is NOT allowed
- apprentices cannot refer to any reference books or materials

Apprentices must take the test in a quiet space, free from distractions and influence, in the presence of an invigilator.

Apprentices must be given at least **2 weeks notice** of the date and time of the multiple-choice test.

Multiple-choice Test Coverage

The multiple-choice test consists of 30 knowledge questions.

The table below lists each of the knowledge elements, assessed in the multiple-choice test. Amplification and Guidance can be found in the table below:

Number of Questions	Knowledge	Amplification and Guidance
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.	1.1 Awareness of Health and Safety at Work Act 1974 1.2 Awareness of Provision and Use of Workplace Equipment 1998 (PUWER) 1.3 Awareness of Manual Handling Operations Regulations 1992 (MHOR) 1.4 Awareness of Working at Height Regulations 2005 (WHR) (and from platforms) 1.5 Awareness of Lifting Operations and Lifting Equipment Regulations 1998 (LOLER) 1.6 Awareness of Control of Substances Hazardous to Health Regulations 1989 (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.	3.1 Awareness of National Highways Sector Scheme (NHSS)12 A/B/C/D 3.2 Awareness of Traffic Signs Manuals chapter 8, Part 1; 2 & 3

Number of Questions	Knowledge	Amplification and Guidance
		<p>3.3 Awareness of The Red Book; New Roads and Street Works Act 1991 (NRSWA)</p> <p>3.4 Awareness of Industry Codes of Practice such as:</p> <ul style="list-style-type: none"> ○ Guidance on the Use of Portable Traffic Signs ○ Code of practice for the co-ordination of street and road works ○ Safety at Street Works and Road Works ○ Permit schemes: Statutory Guidance for Highway Authorities <p>3.5 Awareness of Permit-to-work systems</p>
2 - 4	K13 Characteristics and features of road types, categories and layouts.	<p>13.1 Road Types: Motorways; A-Roads; B-Roads and Local Roads</p> <p>13.2 Road Categories: Primary Routes; Secondary Routes; Tertiary Rotes</p> <p>13.3 Road Layouts: Single Carriageways; Dual Carriageways; Roundabouts; Junctions and Intersections, and Pedestrians Crossings</p> <p>13.4 Additional features: Road markings; Traffic signs; Traffic Calming</p>

Number of Questions	Knowledge	Amplification and Guidance
1 - 3	<p>K14 Range, purpose, characteristics and features of vehicles, plant and equipment:</p> <p>Specially adapted lorries and vans, impact protection vehicles (IPVs), their barrier systems, and usage.</p>	<p>14.1 Specially Adapted Lorries and Vans Purpose: Used for transporting traffic management equipment and personnel to and from sites</p> <p>14.2 Specially Adapted Lorries and Vans Characteristics: Equipped with storage compartments, safety features, and sometimes lifting equipment.</p> <p>14.3 Specially Adapted Lorries and Vans Features: May include flashing lights, reflective markings, and communication systems.</p> <p>14.4 Impact Protection Vehicles (IPVs) Purpose: Provide a safety buffer between live traffic and road workers</p> <p>14.5 Impact Protection Vehicles (IPVs) Characteristics: Heavily reinforced to absorb impacts, equipped with crash cushions</p> <p>14.6 Impact Protection Vehicles (IPVs) Features: High visibility markings, arrow boards, and warning lights</p> <p>14.7 Barrier Systems Purpose: To protect workers and guide traffic safely around work zones.</p> <p>14.8 Barrier Systems Characteristics: Can be temporary or permanent, made from materials like concrete, steel, or plastic</p> <p>14.9 Barrier Systems Features: Reflective surfaces, modular design for easy setup and removal</p>

Number of Questions	Knowledge	Amplification and Guidance
		<p>14.10 Usage of Vehicles and Equipment Specially Adapted Lorries and Vans: Used for setting up and dismantling traffic management systems, transporting cones, signs, and barriers.</p> <p>14.11 Usage of Vehicles and Equipment IPVs: Positioned strategically to protect work zones, especially in high-speed areas</p> <p>14.12 Usage of Vehicles and Equipment Barrier Systems: Deployed to create safe work zones, redirect traffic, and protect pedestrians</p>
4 - 8	<p>K16 TTM (Temporary Traffic Management) signage: Types, colours, shapes, design layouts, positioning, scale and proportion.</p>	<p>16.1 Types of TTM Signage Regulatory Signs: Indicate laws and regulations (e.g., speed limits, no entry)</p> <p>16.2 Types of TTM Signage Warning Signs: Alert drivers to potential hazards (e.g., roadworks ahead, sharp bends)</p> <p>16.3 Types of TTM Signage Informational Signs: Provide information (e.g., detour routes, lane closures)</p> <p>16.4 Colours of TTM Signage: Red (Indicates prohibitions or restrictions; yellow (used for warning signs); blue (provides mandatory instructions); green (offers directional guidance)</p> <p>16.5 Shapes of TTM Signage: Circular (regulatory signs e.g. speed limited; triangular (warning signs e.g. roadworks ahead); rectangular (informational and directional signs)</p>

Number of Questions	Knowledge	Amplification and Guidance
		<p>16.6 Positioning of TTM Signage Height and Angle: Positioned at a height and angle that ensures visibility to all road users</p> <p>16.7 Positioning of TTM Signage Distance from Hazard: Placed at appropriate distances to give drivers enough time to react</p> <p>16.8 Scale and Proportion Size of Signs: Proportional to the speed of the road and the distance from which they need to be seen</p> <p>16.9 Scale and Proportion Lettering and Symbols: Sized for readability at the intended viewing distance</p>
1 - 3	<p>K17 Statutory controls implemented by permanent road signs and road markings, and requirements for temporary traffic orders or permits for specific equipment and systems.</p>	<p>17.1 Unclassified roads</p> <p>17.2 Highways authority</p>
2 - 4	<p>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.</p>	<p>21.1 Digital and Real-Time Technologies Definition and Examples: Understand what digital and real-time technologies are, including examples such as GPS, traffic management software, and real-time data sensors</p> <p>21.2 Digital and Real-Time Technologies Functionality: How these technologies function in the context of TTM, including data collection, processing, and dissemination</p>

Number of Questions	Knowledge	Amplification and Guidance
		<p>21.3 Improving TTM Operations Efficiency: How digital technologies can streamline traffic management operations, reduce delays, and improve traffic flow</p> <p>21.4 Improving TTM Operations Coordination: The role of real-time communication tools in coordinating between different teams and stakeholders</p> <p>21.5 Sustainability Environmental Impact: How using digital technologies can reduce the carbon footprint of TTM operations by optimizing routes and reducing idle times</p> <p>21.6 Sustainability Resource Management: Efficient use of resources through better planning and real-time adjustments</p> <p>21.7 Recording and Reporting Defects in Real Time: Defect Identification: How real-time monitoring can help in the early identification of defects in traffic management setups.</p> <p>21.8 Recording and Reporting Defects Reporting Mechanisms: The use of digital platforms to report and document defects instantly, ensuring timely repairs and maintenance</p> <p>21.9 Preventing and Reducing Injuries and Fatalities Safety Alerts: How real-time data can be used to issue immediate safety alerts to workers and the public</p>

Number of Questions	Knowledge	Amplification and Guidance
		21.10 Preventing and Reducing Injuries and Fatalities Incident Response: The role of digital technologies in improving response times to accidents and hazardous situations
1 - 3	K22 The purpose of General Data Protection Regulation (GDPR) and its use to protect personal and commercial data.	22.1 Purpose of GDPR Definition: Understand what GDPR is and its primary objectives 22.2 Purpose of GDPR Scope: Know the types of data protected under GDPR, including 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.	24.1 The Wider Construction Sector Overview: Understand the broader construction sector, including key players such as construction contractors, utilities companies, and national and local authorities 24.2 Interaction with Other Roles Internal Teams: Interaction with TTM operatives, technical supervisors, and site managers 24.3 Interaction with Other Roles External Stakeholders: Collaboration with main construction contractors, emergency services, highway authorities and the general public during incidents and emergencies, traffic officer and colleague

Number of Questions	Knowledge	Amplification and Guidance
		24.4 Interaction with Other Roles Clients and Authorities: Working with clients and regulatory authorities to ensure compliance with standards and regulations

Multiple-choice test roles and responsibilities

Role	Responsibility
Invigilator	<p>Is typically provided by the employer or training provider.</p> <p>Attend induction training as directed by Energy & Environment Awards.</p> <p>Must not invigilate an assessment, solely, if they have delivered the assessed content to the apprentice.</p> <p>Invigilate and supervise the apprentice during tests and in breaks during assessment methods to prevent malpractice in line with Energy & Environment Awards invigilation procedures.</p>
Employer/Training Provider	<p>Ensure that the multiple-choice test is scheduled with Energy & Environment Awards for a date and time which allow the apprentice to be well prepared.</p> <p>Follow Energy & Environment Awards guidance in setting up and confirming IT provision for the on-screen test.</p>
Energy & Environment Awards	<p>Arrange for the multiple-choice test to take place, in consultation with the employer/training provider.</p> <p>Mark multiple-choice test answers accurately according to the mark scheme and procedures.</p>

Section 3: Grading and Grading Descriptors

Component 1: Observation with questions

The apprentice must demonstrate core KSBs in an integrated way.

A Fail will be awarded if an apprentice has not achieved **all** the Pass descriptors.

To gain a Pass, an apprentice must successfully achieve **all** the descriptors for each KSB, as shown below.

To achieve a Distinction an apprentice must successfully achieve **all** the Pass descriptors and **all** of the descriptors from each of the distinction boxes.

Pass descriptors for the observation with questions

Observation with questions - Themed KSBs	To achieve a Pass the apprentice must achieve ALL of the following:
Health and safety K2 K4 S1 S2 S7 B1	<p>Prioritises health and safety and complies with health and safety regulations, standards and guidance (S1, B1).</p> <p>Follows a TTM operation safe system of work, carrying out static and dynamic risk assessments in line with the TTM technical specification (K2, S2).</p> <p>Selects and uses TTM Personal Protective Equipment (PPE) in line with organisational requirements and the TTM operation safe system of work (K4, S7).</p>

Observation with questions - Themed KSBs	To achieve a Pass the apprentice must achieve ALL of the following:
Planning K5 K8 K12 S8 S9 S10	<p>Interprets traffic management layouts, design and technical specifications to support the completion of the TTM operation (K8, S8).</p> <p>Applies techniques to plan and organise, the TTM installation, including the selection and preparation of TTM equipment and systems in line with the TTM technical specification (K5, K12, S9, S10).</p>
TTM equipment, handling and storage K27 S5	<p>Applies manual and mechanical moving techniques when moving, handling and storing TTM equipment and systems, in line with the TTM operation safe system of work (K27, S5).</p>
System installation and removal K9 K10 S13 S14 S16 S19 B4	<p>Taking personal responsibility for the work, applies methods and techniques to install, position, secure and remove an operational TTM system which incorporates digital technologies and does not disadvantage those with mobility or sensory issues (K10, S13, S14, B4).</p> <p>Upon removal of the TTM system restores the road to a safe condition in line with the safe system of work and TTM technical specification (S16).</p> <p>Completes task documentation on paper or electronically in line with the TTM technical specification and organisational procedures (K9, S19).</p>

Distinction descriptors for the observation with questions

Observation with questions - Themed KSBs	To achieve a Distinction the apprentice must achieve ALL of the Pass descriptors and ALL of the Distinction descriptors
Health and safety K2 S1 S2 B1	<p>Explains why it is important to comply with health and safety regulations and prioritise health and safety (S1, B1).</p> <p>Explains the importance of risk assessments, method statements and safe systems of working to the TTM industry (K2, S2).</p>
Planning K5 S10	<p>Explains how their choice and application of planning and organisation techniques maximises the efficiency of the TTM installation and removal (K5, S10).</p>
TTM equipment, handling and storage	NA
System installation and removal K9 K10 S13 S19	<p>Selection and application of installation, positioning, securing and removal techniques mitigates against errors in the installation, securing and removal process (right first time) (K10, S13).</p> <p>Explains the importance of recording TTM information correctly (K9, S19).</p>

Component 2: Interview based on an EPA portfolio

The interview based on the EPA Portfolio is the assessment component. The EPA portfolio template (EPT) is the tool that must be used to produce the EPA Portfolio. The EPA portfolio should focus on the specific knowledge, skills and behaviours that will be assessed in the interview.

The apprentice must demonstrate KSBs in an integrated way.

To gain a Pass, an apprentice must successfully achieve **all** the assessment descriptors for each KSB, as shown below.

To achieve a Distinction, an apprentice must successfully achieve **all** the Pass assessment descriptors and **all** descriptors from each of the distinction boxes.

Interview (based on an EPA portfolio)	To achieve a Pass the apprentice must achieve ALL of the following:
TTM vehicle, plant and equipment operation and maintenance K7 K11 K15 S3 S4 S11 S12	<p>Describes how they inspect, maintain, repair and replace TTM equipment and systems in line with organisational procedures and within limits of their responsibility (K11, S11).</p> <p>Describes how they carry out minor repairs, checks and maintenance to TTM vehicles and plant within limits of their responsibility and how they escalate faults or defects that go beyond their level of responsibility in line with organisational procedures (K15, S3, S4).</p> <p>Describes how they operate and guide vehicles and plant, within limits of their responsibility, to create safe working zones in line with the specification (K7, S12).</p>

Interview (based on an EPA portfolio)	To achieve a Pass the apprentice must achieve ALL of the following:
Loading and unloading TTM systems and equipment K6 S6	Describes the risks and the precautions they take when they load, unload and secure TTM equipment and systems to and from vehicles or plant (K6, S6).
Incident management K18 K19 S15	Describes how they have or would respond to traffic accidents, emergencies and vulnerable persons in crisis situations, including how they seek the support of formal responders, and contain emergencies when adjacent to live traffic in line with incident management protocols (K18, K19, S15).
Teamwork and communication K20 K25 S18 S20 B3	<p>Describes how they apply team working principles to meet their team's work goals and support an equal, diverse and inclusive culture when working with others (K25, S20, B3).</p> <p>Describes how they use verbal communication techniques and apply TTM terminology when communicating with others (K20, S18).</p>
Sustainability K23 S17	Describes how TTM operations impacts the wider environment and how they comply with environmental and sustainability legislation and guidance, through the sorting of resources for re-use, recycling and disposal (K23, S17).
CPD and wellbeing K26 B2	<p>Describes learning and development they have completed and recorded to support competence in their role (B2).</p> <p>Describes mental and physical health considerations of themselves and others and identifies sources of support available for themselves and others (K26).</p>

Distinction descriptors for the interview based on an EPA portfolio

Interview (based on an EPA Portfolio)	To achieve a Distinction the apprentice must achieve ALL of the Pass descriptors and ALL of the Distinction Descriptors:
TTM vehicle, plant and equipment operation and maintenance K11 S11	Justifies their choice of methods and techniques when inspecting and carrying out maintenance and repairs to TTM equipment and systems (K11, S11).
Loading and unloading TTM systems and equipment	NA
Incident management K18 S15	Explains how the decisions they have made or would make in responding to and containing accidents and emergencies, would impact upon adjacent live traffic and how adjacent live traffic situations impacts their decisions (K18, S15).
Teamwork and communication K25 S20	Explains how their team focus supports wider teams to meet their goals (K25, S20).
Sustainability K23 S17	Explains how following sustainability regulations standards, and guidelines reduces the impact of the TTM industry on the wider environment (K23, S17).
CPD and wellbeing	NA

Component 3: Multiple-choice Test

The following grade boundaries apply to the multiple-choice test:

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

Overall grading

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

In order to gain a pass, an apprentice must achieve at minimum of a pass in each EPA component. A pass represents full competence against the standard. To achieve a merit grade, the apprentice 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 an overall distinction the apprentice must achieve a distinction in each EPA component.

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

The multiple-choice test is based on the percentage score achieved. The grade and mark for the observation assessment with questions and interview is based on the number and level of descriptors 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

The grading descriptors that will be applied for each assessment descriptors along with additional details can be found in Section 3 of this Specification.

Section 4: Resits and retakes

Apprentices who fail one or more EPA components can re-sit or re-take the failed component at the employer's discretion. The apprentice's 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. Apprentices should have a supportive action plan to prepare for a re-sit or a re-take.

The employer and Energy & Environment Awards should agree the timescale for a re-sit or re-take. A re-sit is typically taken within 3 months of the EPA outcome 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 methods 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 are not offered to apprentices wishing to move from pass to a higher grade.

The apprentice will get a maximum EPA grade of a pass if they 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://energyenvironmentawards.co.uk/policies-and-fees/>

Section 5: Practical Guidance

L2 LTMO Observation with Questions Planning and Approval Form

Purpose

Energy & Environment Awards must approve employer's observation with questions assessment. The purpose of the approval is to provide Energy & Environment Awards with assurance that the observation will be conducted in line with the LTMO assessment plan. The approval must take place before the first observation with questions assessment is carried out. To access the service, see Appendix D, LTMO Supporting Documents 'Level 2 LTMO Observation with Questions Planning and Approval Form.'

Submitting the form to Energy & Environment Awards

To obtain approval, employers must complete the Level 2 LTMO Observation with Questions Planning and Approval Form'. This must be submitted to Energy & Environment Awards Service Delivery Team for approval at least 1 month before Gateway.

Energy & Environment Awards Approval Process

Once the Observation with Questions Planning and Approval Form has been received the approval process will be conducted by Energy & Environment Awards. The outcomes will be shared with the employer/training provider no later than 5 working days following the review.

The employer/training provider must ensure:

- the task(s) being observed is suitable and sufficient and is to be carried out at a suitable premises. Site access for the assessor and any specific requirements must be advised in advance
- all equipment and resources are suitable for the task, in good safe working condition and certification where applicable

Please be aware:

- Observation with questions approval does not guarantee the apprentice will pass the assessment
- No health and safety risk assessment has been carried out by Energy & Environment Awards

- Energy & Environment Awards approval does not remove any of the training provider obligations to ensure full coverage of the standard, and full compliance with relevant legislation
- Energy & Environment Awards approval is based only on information supplied and is not a guarantee that the observation tasks/briefs, selected plant/machinery/equipment on the day of the observation will be sufficient for the observation with questions
- The information provided in the Level 2 LTMO Observation with Questions Planning and Approval Form must not be shared with the apprentice

Preparing for the Observation assessment with questions

Where possible, the employer/training provider should provide the apprentice with the opportunity to carry out a practice observation assessment with questions as close to the real assessment described in Section 2 of the specification (Component 1).

The employer/training provider should prepare a practical task similar to (but not identical to) the tasks being used for the live assessment. A suitable person should be chosen to play the part of the assessor.

A template is provided to help ensure that the activities assessed during the practical assessment will give complete coverage of the standard. See Appendix E, LCHT Supporting Documents 'Practice Observation Assessment with Questions Template.'

Preparing for the Interview based on an EPA portfolio

An Interview based on an EPA portfolio should take place between the apprentice and the person acting the role of an assessor. The apprentice should draw on evidence from their EPA portfolio during the discussion.

Guidance on EPA Portfolio

Throughout the on-programme part of their apprenticeship, the apprentice must compile an EPA portfolio to support them in the interview. The interview will draw on the evidence contained in the EPA portfolio.

The EPA portfolio should reflect their 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.

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

- It provides the opportunity for each apprentice to provide examples of the knowledge, skills and behaviours that will be assessed in the interview
- A carefully prepared EPA portfolio will support the apprentice during the interview
- It allows the assessor to review the EPA portfolio before the interview to help focus and contextualise the questions the apprentice will be asked

The EPA portfolio is a record of how each apprentice demonstrated the knowledge, skills and behaviours that are assessed in the professional interview. Apprentices will have access to their EPA portfolio during the professional interview. When the employer/training provider registers their apprentices with Energy & Environment Awards they will have access to the EPA Portfolio Template.

Important Note:

During the interview the apprentice is 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 via an employer statement to confirm actions taken in an incident or a testimony, stating readiness to respond to incidents.** The employer's statement must be a witness statement providing details of the apprentice's actions in an incident. If an incident has not occurred during the on-programme aspect of the apprenticeship, the employer's testimony will provide an overview stating the apprentice's readiness to deal with a traffic incident. **The employer's testimony must provide sufficient coverage of K18, K19 and S15.**

The role of the employer/training provider

Employer/training providers are expected to support the apprentice in preparing their portfolio by:

- providing clear instruction and deadlines to allow the apprentice to plan and compile their 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.

What to expect in the practice interview?

The practice interview will be based on the EPA portfolio which will provide the apprentice with the opportunity to practice discussing their KSBs gained throughout their on-programme and by referring to the evidence from their portfolio using their responses to the tasks and associated evidence. A suitable person should be chosen to play the part of the assessor.

A practice interview template is provided for use to prepare the appropriate questions to ask and to record the apprentices' performance. See Appendix F, LTMO Supporting Documents 'Practice Interview Based on an EPA Portfolio Template.'

As part of the practice exercise, apprentices should have access to their EPA portfolio to support their responses.

Preparing for the multiple-choice test

While on-programme, the employer and/or training provider should brief the apprentice on the areas to be assessed by the multiple-choice test, as detailed in Section 2 in this specification. It is good practice to identify the areas within the learning programme where the relevant knowledge is delivered, ensuring that apprentices are aware that elements of these might come up in the test.

The multiple-choice test is aligned to the standard rather than a specific job role that the apprentice may be doing. The questions have been written to reflect the Lead Traffic Management Operative role as a whole and not focussed on specific plant, machinery, or employer-specific processes.

In readiness for end-point assessment, the apprentice should complete a practice multiple-choice test. This should be undertaken in advance of the live multiple-choice test, with enough time to mark the test, and provide feedback to the apprentices. A practice multiple-choice test is available as a printable copy – See Appendix C, LTMO Supporting Documents 'Practice Multiple-choice Test.'

For maximum effect, ensure the test is taken in exam conditions similar to those that will be experienced in a live test.

Section 6: Authenticity and security of apprentice work

The apprentices must be advised by their training provider and employer that copying of any work (whether it is from another apprentice or from internal, external documents or source) and presenting it as their own will be deemed as malpractice and will lead to their work being disqualified. Apprentices must not share their work or allow any person to copy their work as this is not allowed and would also be deemed as malpractice.

In signing off the portfolio, training providers and employers must be satisfied that the evidence in the portfolio is:

- **adequate:** evidence must cover all relevant KSBs within the assessment plan. Adequate does not mean a large quantity of evidence. The evidence should focus on quality rather than quantity
- **authentic:** apprentices must be able to confirm and talk about the evidence that they submit with the independent assessor, appointed by Energy & Environment Awards. It is vitally important apprentices only submit evidence relating to them
- **appropriate:** all evidence must be relevant to the KSBs assessed during the interview based on an EPA portfolio
- **recent and up to date:** all evidence must be linked to the tasks in the EPA portfolio template. The evidence must be recent and current which demonstrate the apprentice's competence. The independent assessors, appointed by Energy & Environment Awards, will assess current competencies. Apprentices must gather evidence during their on-programme training.

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