**End Point Assessment Checklist**

To be used by Chartered Town Planner Degree Apprentices preparing for End Point Assessment

**Documentation required to enter the Gateway**

[ ]  Completed Degree Apprenticeship Gateway Declaration form

[ ]  Completed Licentiate Application form

[ ]  Evidence of completed of RTPI accredited degree

[ ]  Evidence of achievement of Level 2 Maths and English

[ ]  Reflective Journal with minimum of 12 months’ full-time equivalent

experience

***(THe above DOCUMENTATION SHOULD BE Sent to YOUR planning school who will sumbmit to RTPI on youR behalf via the ACE360 epa portal)***

**For progression to the Professional Discussion**

[ ] Have you received email confirmation of your Licentiate

membership?

[ ] Once you have entered Gateway, you will be contacted by EPA at the RTPI with a date for your Professional Discussion.

*N.B. This part of the process can take 3 – 4 weeks, so please do not worry if you have not received correspondence from us immediately.*

[ ] Continue to update yourReflective Journal

**FOR PROGRESSION TO THE DEGREE APPRENTICESHIP ASSESSMENT OF PROFESSIONAL COMPETENCE (DA-APC)**

Please submit the documents below to membership.applications@rtpi.org.uk in advance of the submission deadlines which can be found [here](https://www.rtpi.org.uk/membership/assessment-of-professional-competence/how-to-submit/).

[ ] Completed Degree Apprenticeship APC application form

[ ] Assessment of Professional Competence (DA-APC) submission comprising of Practical Experience Statement, Professional Competence Statement and Professional Development Plan

[ ] Your updated Reflective Journal

[ ]  Completed Corroborator Declaration(s) Form

[ ]  Completed Sponsor Declaration form (*signed by a Chartered Town Planner*)

[ ]  Completed Personal details and Payment form