

# Town Planning Technical Support Apprenticeship

Approved and developed by the Royal Town Planning Institute

## Advice note for employers

### What is the RTPI apprenticeship in Town Planning Technical Support?

Apprenticeships are a well-established and respected entry route into many different professions, including the cluster of sectors that comprise the built environment. The RTPI, in conjunction with the Construction Industry Council, has developed a Town Planning Technical Support Apprenticeship. The apprenticeship is aimed at young people and school leavers looking for their first position in town planning. The apprenticeship will also benefit people working in a technical or administrative support role who are looking to advance their careers.

A job in Town Planning Technical Support could include supporting planners with planning applications, searching plans and land files, checking development permissions are met, setting up databases and using software including geographic information systems (GIS).

### What are the business benefits?

Apart from the skills and knowledge it gives the individual, the apprenticeship can also provide the following benefits to employers:

- Fill skill-gaps, including specialist skills specific to planning.
- Grow and mould new staff.
- Motivate existing staff, energise your workplace and reduce staff turnover.
- Enable technical support staff to progress on to team leaders.
- Professionalise your technical support function.

Apprentices can progress to [Chartered Membership](#) of the RTPI through fully accredited part-time or distance learning [degrees](#), or through the [Associate](#) route.

### How are apprenticeships funded?

In April 2017, the government introduced the Apprenticeship Levy. For more details, have a look at the [government guidance](#).

Find out more online  
[www.rtpi.org.uk/  
apprenticeships](http://www.rtpi.org.uk/apprenticeships)

## What does the course include?

Apprentices will complete the **NVQ diploma** through work-based training. There are several pathways for you to choose (including Spatial Planning, Development Management and Planning Enforcement) depending on your needs.

The knowledge based **BTEC diploma** is delivered by a college or other learning provider. Colleges are often very flexible on how they can deliver the BTEC and can offer multiple start dates, day-release delivery or block delivery. Colleges currently running the scheme are Bridgwater & Taunton College, Chichester College and Oaklands College.

The course lasts for 18 – 24 months. Apprentices must be employed for a minimum of 30 hours per week and paid at least the minimum wage. Costs of delivering the BTEC and the amount of time employees will need to be released from work can be agreed with the College.

## I'm interested, what do I do next?

Contact one of our learning providers. They can work with you to agree timings, delivery modes (e.g. day-release, on-site, block delivery) and costs. They can also assist in advertising, interviewing and shortlisting candidates.

Martin Reeves [reevesm@btc.ac.uk](mailto:reevesm@btc.ac.uk) Bridgwater & Taunton College

Mo Toft [Mo.Toft@chichester.ac.uk](mailto:Mo.Toft@chichester.ac.uk) Chichester College

Lorraine Pizan [lorraine.pizan@oaklands.ac.uk](mailto:lorraine.pizan@oaklands.ac.uk) Oaklands College

The Government's manage apprenticeships service can help you set up an apprenticeship <https://manage-apprenticeships.service.gov.uk/>

If you are interested in employing an apprentice but are not located near to one of our colleges, contact us at [careers@rtpi.org.uk](mailto:careers@rtpi.org.uk)

## Chartered Town Planner Apprenticeship

A 'Chartered Town Planner' apprenticeship leading to MRTPI is being launched in September 2019. If you are interested in this apprenticeship, please register your interest at [careers@rtpi.org.uk](mailto:careers@rtpi.org.uk)