

# Employer Guide to Town Planning Apprenticeships



There are two apprenticeships in Town Planning in England\*. The Level 3 Town Planning Technical Support apprenticeship which is for planning assistant and technician roles and the Level 7 Chartered Town Planner Degree apprenticeship which leads to MRTPI.

\* For apprenticeships in other nations see [www.rtpi.org.uk/education-and-careers/find-a-course/apprenticeships](http://www.rtpi.org.uk/education-and-careers/find-a-course/apprenticeships)

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“We help our members to achieve their full potential, and we strive to put planning and planners centre stage of the built environment professions.”  
Victoria Hills, RTPi Chief Executive

# Level 7 Chartered Town Planner Degree Apprenticeship

## Why choose the Chartered Town Planner apprenticeship?

- An opportunity to transform your business.
- Bring fresh talent into your organisation and grow your own planners.
- An opportunity to develop your existing staff.
- Combines an RTPI qualification with the RTPI Assessment of Professional Competence leading to Chartered Town Planner status.
- Broadens access to and increases diversity in the profession.
- Uses apprenticeship levy to co-fund professional training.

## Choosing a provider

Training for the Chartered Town Planner apprenticeship must take place at an RTPI accredited university.

- **Birmingham\*** - University of Birmingham (Entry point 2)\*\*
- **Brighton\*** - University of Brighton (Entry point 2)\*\*
- **Bristol** - University of the West of England (Entry point 1 and 2)\*\*
- **Chelmsford** - Anglia Ruskin University (Entry point 2)\*\*
- **Leeds** - Leeds Beckett University (Entry point 2)\*\*
- **London** - London South Bank University (Entry point 1 and 2)\*\*
- **London** - London University College London (Entry point 2)\*\*
- **London** - University of Westminster (Entry point 2)\*\*
- **Plymouth** - University of Plymouth (Entry point 2)\*\*
- **Sheffield** - Sheffield Hallam University (Entry point 1 and 2)\*\*

\* Currently both Birmingham and Brighton are only available to levy paying employers

\*\* See [pathway diagram](#) for explanation on entry points

**Contact details for these training providers are listed on the [RTPI website](#)**

Contact the university to agree the training provision for your apprentice.

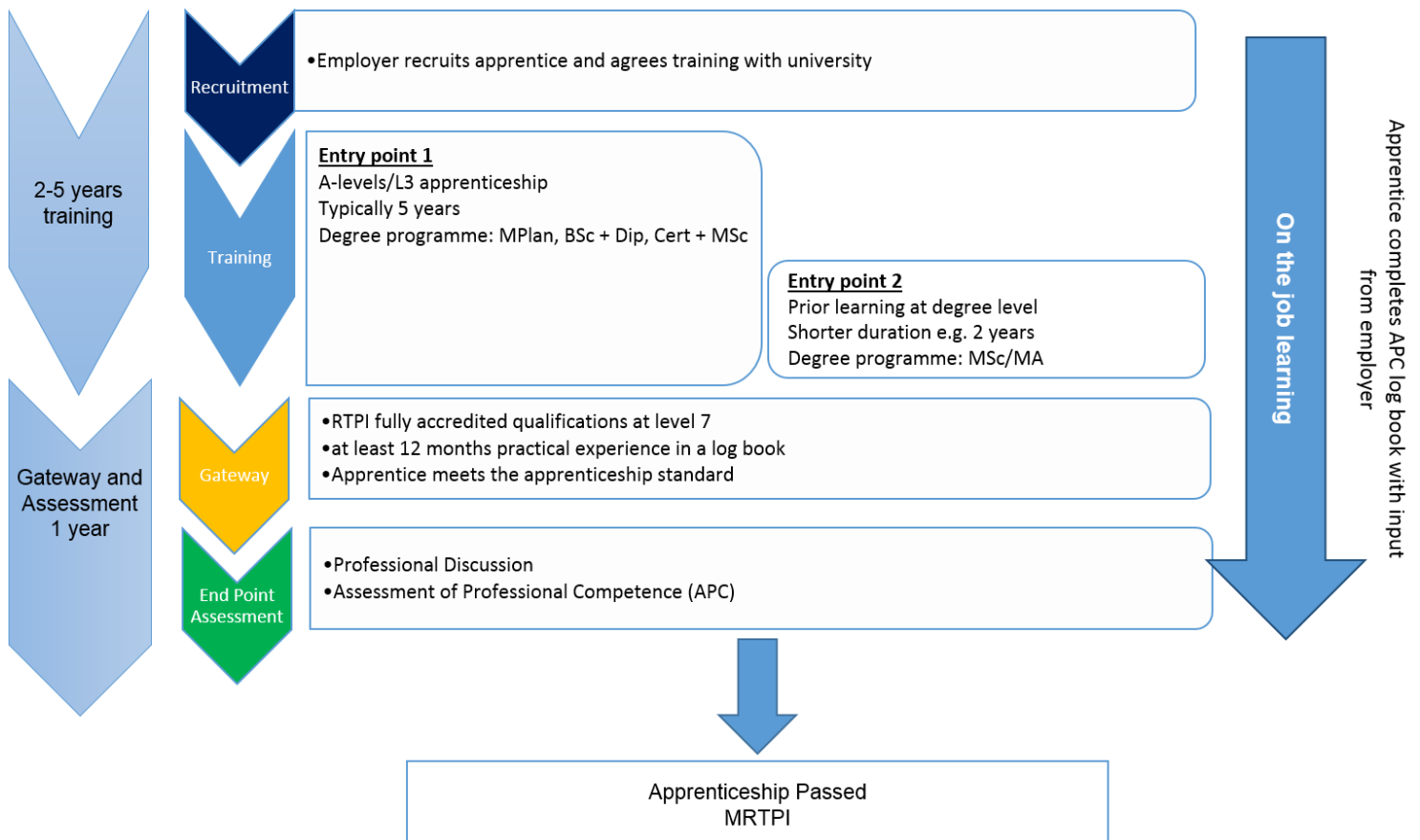


The Chartered Town  
Planner RTPI  
apprenticeship scheme  
to support your  
recruitment needs and  
bring new talent into  
the profession.



## Apprenticeship Level 7 pathway

The Chartered Town Planner apprenticeship has two entry points depending on previous qualifications/experience. It can take between 3 or 6 years including training and End Point Assessment.



78% of employers that hired an apprentice reported improved productivity

# Level 3 Town Planning Technical Support Apprenticeship

## Why choose the Town Planning Technical Support apprenticeship?

- An opportunity to transform your business.
- Bring fresh talent into your organisation and grow your own planners.
- Broadens access to and increases diversity in the profession.
- Uses apprenticeship levy to co-fund professional training.

## Availability

- The apprenticeship is closed as of July 2020. RTPI are currently working with a Trailblazer group to establish a new Town Planning Assistant apprenticeship which is in development.



**75% of apprentices who had never worked before completing their apprenticeship had moved into and remained in paid work**



## How to recruit

1. For the level 7 Chartered Town Planner Degree apprenticeship: Accredited universities may also be an effective way to recruit an apprentice from a related subject, as they will have current students looking to work within the profession. Universities offering the apprenticeship are listed on [our website](#)
2. *The Planner jobs board* also offers an opportunity to advertise for an apprentice: <https://jobs.theplanner.co.uk/>
3. Further information on getting an apprentice is available on the government website <https://www.gov.uk/guidance/employing-an-apprentice-technical-guide-for-employers>
4. You can advertise your role(s) using the official UK government website: <https://www.findapprenticeship.service.gov.uk> or <https://www.apprenticeships.gov.uk/>
5. When hiring an apprentice, you can choose the appropriate job title for your business, for example: “Assistant Planner” or “Planning Apprentice” but the employment contract must include the official title of the apprenticeship within it (Chartered Town Planning Apprenticeship)

## Funding

Employers can use government funding to pay towards the training of their apprentices. Funding for the apprenticeship qualification is covered by the apprenticeship levy, a fund that is administered via a [digital account](#) and subject to National Insurance Contributions.

*Further information on your [digital account can be found here.](#)*

**Large employers:** If your organisation has an annual pay bill of more than £3 million, then there is no obligatory contribution, although you would agree final costs with your chosen provider.

**SME employers:** The government will contribute 95% of total costs, with you covering the remaining 5% of costs.

As of January 2020, ESFA is expanding access to the apprenticeship service to employers who are not one of the existing 22,000 levy-payers using the service already. Allowing smaller employers to have a choice around how they access apprenticeship-funding, employers will initially be [able to reserve funding](#) for up to three apprenticeships

*Further information on the apprenticeship levy may be found [here.](#)*

**From 1<sup>st</sup> August 2020 until 31<sup>st</sup> January 2021, £2,000 will be payable for new apprentices aged 16 to 24-years-old and £1,500 for those aged 25 years-old and older.**

## Supporting your apprentice

As an apprentice employer, you will need to support your apprentices to develop and apply the knowledge, skills and behaviours for apprenticeships by providing appropriate work-based learning and opportunities as required, including:

1. Be a role model and mentor for a person who is beginning their first steps towards working within the planning sector or towards becoming a Chartered Town Planner.
2. Commit to the apprentice having a minimum of 20% of their time for training/learning. Typically this will mean, 1 day a week (normal Monday to Friday schedule) the apprentice must be at his/her place of study to undertake their training/learning but there may also be periods of block learning or work-based learning provided by the college on site or in the workplace.
3. Support your apprentice to complete their coursework and project tasks and ensure that they are able to ask questions related to their training. In the case of the Level 7 Chartered Town Planner Degree apprenticeship, support your apprentice to complete a reflective journal of experience and provide them with projects, which will form their case studies for their Assessment of Professional Competence.
4. Commit to employing the apprentice through their qualification and in the case of the Level 7 Chartered Town Planner Degree apprenticeship, through their qualification and [the End Point Assessment](#).

Your apprentice is eligible for a [free RTPI student membership](#) allowing access to services provided by the RTPI.

Resources for the Chartered Town Planner application are at [www.rtpi.org.uk/da-epa-resources](http://www.rtpi.org.uk/da-epa-resources)

### [Paying your apprentice](#)

An apprentice is a paid employee and entitled to the same benefits as everyone else in the workplace. These include:

- Tax Credits
- Sick pay entitlement
- Annual leave
- Statutory maternity/paternity pay and maternity/paternity leave

An apprentice is however tied to an apprenticeship contract, which will last for the duration of their apprenticeship, including the End Point Assessment period. It is covered by a [Parliamentary Act \(2012\)](#) and need only abide by [section 1 of the Employment Rights Act \(1996\)](#). A [template agreement is available from UK Government](#) although your provider will ensure one is in place when registering.





## FAQ

- **How long does the apprenticeship take?**

The Town Planning Technical Support apprenticeship will take 18 to 24 months to complete. The Chartered Town Planner apprenticeship will take between 3 to 6 years to complete, depending on the level of study previously completed

- **Who can qualify for an apprenticeship?**

The Chartered Town Planner Degree apprenticeship is open to anyone who is looking to become a Chartered Town Planner but the minimum requirement is a level 3 qualification (e.g. A-Levels). Further requirements may apply, ask your provider for further details.

- **Are there any set requirements for the apprentice to comply with?**

For the Chartered Town Planner apprenticeship, the apprentice must work at a level equivalent to the qualification, complete an RTPI accredited qualification and keep a reflective journal of experience. You must provide work for case studies/projects and ensure that the apprentice dedicates 20% of their time to learning. This will usually involve attending a place of study one day a week.

- **Can an apprenticeship be accessed solely at Gateway or Assessment stage?**

In order to complete an apprenticeship, training must be taken. Although this could differ based on the apprentice's needs, the apprentice needs to be competent in their job and ready and able to prove it, so they must always start the apprenticeship prior to Gateway or Assessment stage.

- **What support do I need to offer to my apprentice?**

The essential level of support is on-the-job training and completion of course assignments, which forms a key part of the apprenticeship. Working with colleagues and providing a mentor, will also allow the apprenticeship to develop successfully. You will also have to provide some time off when the apprentice needs to complete qualification tasks or attend the provider's setting.

- **What is an apprenticeship account?**

The Digital Apprenticeship Service (DAS) is designed to help employers access new apprenticeship standards, training providers and funding for apprenticeships through an online service account. Find more information [here](#).



*“Many employers or planners have expressed a strong interest in alternative, workplace routes to becoming town planners... The apprenticeship will ensure that graduates gain the practical skills and academic training to succeed in the workplace.”*

Andrew Close, RTPI Head of Careers, Education & Professional Development

**80% of companies who invest in apprentices find their employees stay with them longer.**

- ***Is there a job guarantee at the end of the apprenticeship for new recruits?***

Although employers are under no legal obligation to employ an apprentice who is hired to undertake an apprenticeship you may decide to retain that person once they have completed their apprenticeship qualification, as they will have gained important skills and experience within your organisation.

- ***For the Chartered Town Planner Degree apprenticeship what is an End Point Assessment?***

The End Point Assessment (EPA) is undertaken once the apprentice has gained an RTPI accredited qualification. The EPA consists of a Professional Discussion and the Assessment of Professional Competence (APC). Apprentices must pass both the Professional Discussion and the APC to successfully complete their apprenticeship. [A series of resources](#) to help you understand the End Point Assessment can be found on [the RTPI website](#).

- ***Can the End Point Assessment be retaken?***

The End Point Assessment (EPA) can be retaken at any time within a 12 month window however only within a resit round set by the RTPI.

- ***Is there an extra cost for the End Point Assessment?***

The End Point Assessment (EPA) is part of the apprenticeship and therefore included within the funding attributed to the apprenticeship.