



**ENERGY &
UTILITY SKILLS**

Skills for a greener world

EUIAS Level 3 End-point Assessment for Lead Traffic Management Operative

Supporting Documents

QAN 610/4940/2
ST0985 V1.1



Supporting Documents for

EUIAS Level 2 End-point Assessment for Lead traffic Management Operative

QAN 610/4940/2

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Updates to the supporting documents

Since the first publication of the EUIAS Lead Traffic Management Operative (LTMO) Supporting Documents, the following updates have been made.

Version	Date first published	Section updated	Page(s)
v1.0	December 2024	First published	All

Appendix A: Glossary

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

Behaviours (as part of KSBs) – specific mindsets, attitudes or approaches identified as part of the apprenticeship standard that must be evidenced during end-point assessment

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

Gateway - the stage of the apprenticeship where the apprentice, employer and training provider determine whether the apprentice is ready to undertake end-point assessment

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

Knowledge (as part of KSBs) – specific information, technical detail, and 'know-how' identified as part of the apprenticeship standard that must be evidenced during end-point assessment

Skills (as part of KSBs) – the practical application of knowledge identified as part of the apprenticeship standard that must be evidenced during end-point assessment

Standard – An occupational standard is a description of an occupation. It contains occupational profile, and describes KSBs needed for someone to be competent in the occupation's duties. Occupational standards are developed by employers for occupations that meet the Institute for Apprenticeships and Technical Education current occupation criteria

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



Appendix B: Gateway Eligibility Form

(Standard Version: ST0985 version 1.1; Assessment Plan Version 1.1)

Apprentice's name:	Apprentice's job title:
Name of Employer:	Name of Training provider:
Employer representatives present:	Training provider representatives present:
Apprenticeship start date:	Apprenticeship on-programme end date:
Gateway meeting date:	
Has the apprentice taken any part of the end-point assessment for this apprenticeship standard with any other End Point Assessment Organisation?	Y / N
If "Yes" please give details:	



Apprentice's details

Eligibility requirement	Achieved by the apprentice? Y/N	Evidence (Scans of certificates MUST be included)
Employer or training provider must confirm the apprentice is ready to take the EPA		
Achieved English qualifications in line with the apprenticeship		
Achieved Maths qualifications in line with the apprenticeship funding rules		
Must have achieved ALL of the following National Highway Sector Schemes qualifications at level 1: <ul style="list-style-type: none">• NHSS12AB• NHSS12C• NHSS12D		
Must have achieved ONE of the following National Highway Sector Schemes qualification at level 2: <ul style="list-style-type: none">• NHSS12AB• NHSS12C• NHSS12D		
Compiled and submitted a competent EPA portfolio that meets the specification requirements, on which the interview will be based		
Submit any policies and procedures as requested by EUIAS		

Eligibility requirements:

The apprentice must confirm their achievement of the following:

Gateway Eligibility Declaration

1. The apprentice, the employer and the training provider must sign this form to confirm that they understand and agree to the following:
2. The apprentice has completed the required on-programme elements of the apprenticeship and is ready for end-point assessment with EUIAS.
3. EUIAS has been informed about any reasonable adjustment and/or special considerations requests.
4. The apprentice will only submit their own work as part of end-point assessment.
5. All parties agree that end-point assessment evidence may be recorded and stored by EUIAS for quality assurance purposes.
6. The apprentice has been on-programme for a minimum duration of 365 days.
7. Employer or training provider must confirm the apprentice is ready to take the EPA.
8. The apprentice has achieved English and mathematics qualifications in line with the apprenticeship funding rules.
9. The apprentice **must** have achieved **ALL** of the following National Highway Sector Schemes qualifications at level 1:
 - NHSS12AB
 - NHSS12C
 - NHSS12D
10. The apprentice **must** have achieved **ONE** of the following National Highway Sector Schemes qualification at level 2:
 - NHSS12AB
 - NHSS12C
 - NHSS12D
11. The apprentice has compiled and submitted a competent EPA portfolio, on which the interview will be based.
12. The employer or training provider has submitted on behalf of the apprentice any policies and procedures as requested by EUIAS.
13. The apprentice, if successful, gives permission for EUIAS to request the apprenticeship certificate from the ESFA who issue the certificate on behalf of the Secretary of State.
14. The apprentice has been directed to the EUIAS Appeals Policy and Complaints Policy.



15. The employer/training provider has given the EUIAS at least three months' notice of requesting this EPA for this apprentice.

16. If the Gateway Eligibility Report is not completed in full, meeting all requirements, and submitted to EUIAS, the end-point assessment cannot take place.

Signed on behalf of the employer (print name):	Signature:	Date:
Signed on behalf of the training provider (print name):	Signature:	Date:
Apprentice's name (print):	Signature:	Date:
EUIAS use only:		
EUIAS Sign off:		
Comments/actions:		



Appendix C: Practice Multiple-choice Test

Level: 2

Lead Traffic Management Operative

Supporting Document: Practice Paper

This practice paper reflects the type of questions in the live multiple-choice test, which can be taken as an online test or paper-based test.

This examination consists of 30 multiple-choice questions.

The Pass mark is 21 correct answers.

A mark of 26 or more is a Distinction.

The duration of this examination is 60 minutes.

You must use a **pencil** to complete the answer sheet - pens must NOT be used.

When completed, please leave the examination answer sheet and question paper on the desk.

For this paper:

- the use of a scientific calculator (non-programmable) is permitted
- access to the internet or intranet is NOT allowed

For each question, fill in ONE answer ONLY.

If you make a mistake, ensure you erase it thoroughly.

You must mark your choice of answer by shading in ONE answer circle only. Please mark each choice like this:

MARKING INSTRUCTIONS	
(A) (B) (C) ●	ANSWER COMPLETED CORRECTLY
Examples of how NOT to mark your examination sheet. These will not be recorded	
(A) (B) (C) ◐	DO NOT partially shade the answer circle.
(A) (B) (C) (D) ✕	DO NOT use ticks or crosses.
(A) (B) (C) (D)	DO NOT use circles.
(A) (B) ● ●	DO NOT shade over more than one circle.



You may use this page for rough work. This page must not be removed.

Question 1

According to the Health and Safety Executive (HSE) the main law governing health and safety in the UK is:

Possible answers

a)	Managing for Health and Safety (HSG65)
b)	Health and Safety at Work Act 1974 (HASWA)
c)	Management of Health and Safety at Work Regulations 1999 (MHSWR)
d)	Workplace (Health, Safety and Welfare) Regulations 1992 (WHSWR)

Question 2

Which United Kingdom regulation states that only employees who have been given adequate training can operate tools and plant onsite?

Possible answers

a)	Control of Vibration at Work Regulations 2005 (CVWR)
b)	Provision and Use of Work Equipment Regulations 1998 (PUWER)
c)	Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)
d)	Management of Health and Safety at Work Regulations 1999 (MHSWR)

Question 3

Identify ONE of the main aims of Manual Handling Operations Regulations 1992 (MHOR)?

Possible answers

a)	Identify the weight of a load which an employee can carry
b)	Prevent damage to materials being transported
c)	Reduce the risk of injury to any part of the body
d)	To increase productivity

Question 4

What is a major risk when working at height from the back of a vehicle while setting up traffic management?

Possible answers

a)	The risk of falling resulting in serious injury or death
b)	The risk of sunburn during sunny weather
c)	The risk of knee injury climbing onto the lorry
d)	The risk of slips and trips

Question 5

Identify ONE requirement that should be followed to ensure safety when operating a tail lift on a vehicle





Possible answers

a)	Two people should operate the tail lift
b)	The vehicle engine should be turned off whilst operating the tail lift
c)	It is safe to exceed the maximum load of the tail lift as long as the load is evenly distributed
d)	The load should be evenly distributed and secured before operating the tail lift

Question 6

Which ONE of the following hazard signs warns of a corrosive chemical?

Possible answers

a)	
b)	
c)	
d)	

Question 7

What did the introduction of the New Roads and Street Works Act 1991 (NRSWA) provide?

Possible answers

a)	Compulsory framework for street works activities
b)	Code of practice for street works activities
c)	Costing framework for street work activities
d)	Guidance for undertakers of street works

Question 8

The document titled “Guidance on the Use of Portable Traffic Signs” is a:

Possible answers

a)	legal document that promotes traffic sign legislation
b)	statute document that states legal requirements for communication between parties when managing traffic signs
c)	health and safety document that provides health and safety requirements for placing traffic signs
d)	document that provides detailed instructions on the legal obligations for the positioning of traffic signs

Question 9

What is the main goal of a permit-to-work system?

Possible answers

a)	To manage project timelines
b)	To improve workflow efficiency
c)	To monitor employee productivity
d)	To ensure safe execution of hazardous work

Question 10

What documents set the minimum standards for:

- workmanship
- services
- products
- testing
- training and competency

of personnel in infrastructure activities?

Possible answers

a)	National Highway Sector Schemes
b)	HSG 136 Workplace Transport Safety
c)	Traffic Signs Manual Chapter 5: Road Markings 2019
d)	Safety at Street Works and Road Works: A Code of Practice 2013

Question 11

According to traffic safety measures, what is the scope of the Traffic Signs Manual, Chapter 8, Part 1?

Possible answers

a)	The design of temporary traffic management arrangements
b)	The removal of temporary traffic management arrangements
c)	Guidance for managing temporary traffic management arrangements
d)	Guidance for implementation of temporary traffic management arrangements

Question 12

What traffic management feature is typically set at 95 degrees to the centre line of the road to avoid sun glare or headlight dazzle?

Possible answers

a)	Barriers
b)	Cones
c)	Road studs
d)	Temporary signage

Question 13

Excluding motorways, how many categories of road are there in the United Kingdom?

Possible answers

a)	2
b)	3
c)	4
d)	5

Question 14

According to Government "Guidance on road classification and the primary route network," which classification is given to major roads intended to provide large-scale transport links within or between areas?

Possible answers

a)	A Road
b)	B Road
c)	C Road
d)	Dual Carriageway

Question 15

What equipment needs to be installed on Impact Protection Vehicles (IPVs)?

Possible answers

a)	Axle cross lock
b)	Crush zones
c)	Side impact protection
d)	Lorry mounted crash cushion

Question 16

What must be used to safely divert pedestrians from footways onto temporary walkways in the carriageway?

Possible answers

a)	Cones for footways
b)	Footway boards
c)	Footway ramps
d)	Road plates for footways

Question 17

Which ONE of the following is a type of temporary traffic management sign associated with a road closure?

Possible answers

a)	No entry sign
b)	Give way sign
c)	Diversion sign
d)	Speed limit sign



Question 18

What is the background colour sign that indicates a mandatory instruction such as 'Keep Left'?

Possible answers

a)	Blue
b)	Red
c)	White
d)	Yellow

Question 19

What is the shape of the warning sign used for temporary roadworks?

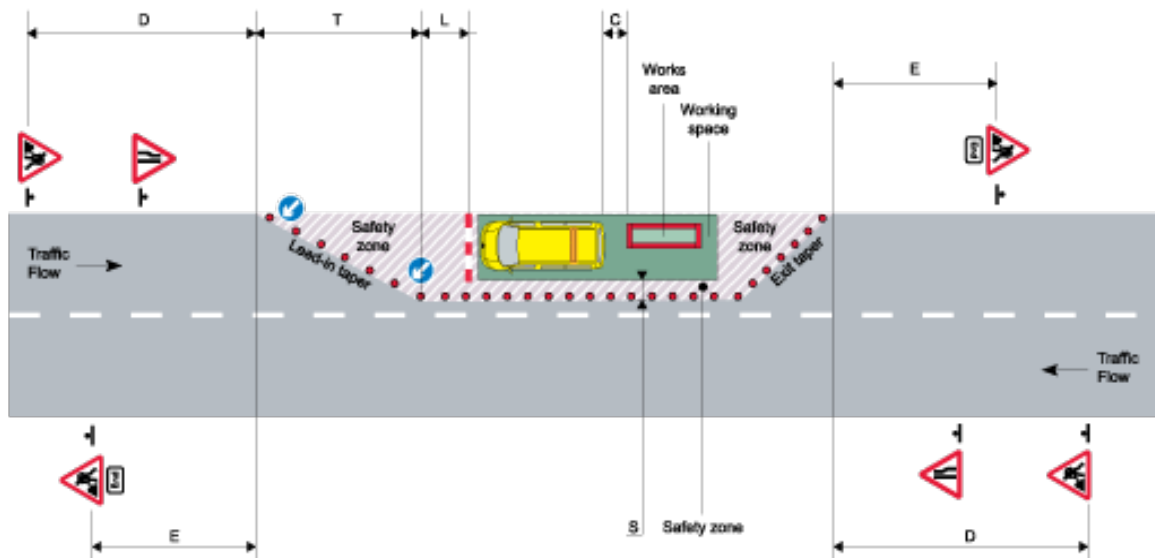
Possible answers

a)	Round
b)	Rectangle
c)	Square
d)	Triangle



Question 20

Which typical layout is shown in the temporary traffic management diagram?



Possible answers

a)	Basic layout with a works vehicle
b)	Works between parked vehicles with a speed limit of 30 mph or less
c)	Works on footway with pedestrian diversion into carriageway
d)	Traffic control by 'give and take' for roads with a speed limit of 30 mph or less

Question 21

What is the minimum size for a 'road work ahead' sign on a single carriageway with a speed limit 30 mph or less?





Possible answers

a)	300 mm
b)	450 mm
c)	500 mm
d)	600 mm

Question 22

Which ONE of the following road signs is an example of a statutory control?

Possible answers

a)	
b)	
c)	
d)	

Question 23

Who would inform the lead traffic management operative of the 'duration' of a temporary traffic regulation order?

Possible answers

a)	Supervisor
b)	Team member
c)	Local councillor
d)	Traffic police sergeant

Question 24

Intelligent traffic management systems improve traffic management by:

Possible answers

a)	increasing flow of traffic
b)	reducing carbon emissions
c)	using renewable energy sources
d)	using data collected in real time

Question 25

What advantages come from using real-time defect reports in temporary traffic management operations?

Possible answers

a)	Decreases traffic volumes
b)	Improved traffic congestion
c)	Improve response time to incidents
d)	Reduces the requirement of Impact Protection Vehicles

Question 26

What is a key method to enhance the visibility of temporary traffic management maintenance crews?

Possible answers

a)	Using coloured clothing
b)	Using non-reflective vests
c)	Using high-visibility clothing
d)	Using standard work uniforms

Question 27

What information is General Data Protection Regulation 2018 (GDPR) designed to protect?

Possible answers

a)	Company
b)	Contract
c)	Personal
d)	Vehicle

Question 28

What type of data is protected under GDPR when it comes to commercial data?

Possible answers

a)	Marketing strategies
b)	Supplier contract details
c)	Customer purchase history
d)	Employee performance reviews

Question 29

According to 'National Highway Sector Schemes For Quality Management in Highway Works (NHSS), 12A/B, where is the registered lead traffic management operative based when high-speed dual carriageway works are being installed?

Possible answers

a)	Control room
b)	Home
c)	Office
d)	On site

Question 30

Who should an employer contact if an operative accidentally sends personal details recorded from a traffic management incident to the wrong organisation?

Possible answers

a)	Local Authority
b)	Highways Authority
c)	Health and Safety Executive
d)	Information Commissioner's Office

End of Questions



LTMO Practice Multiple-choice Test

Answer scheme

Question	Answer	Question	Answer
1	B	16	C
2	B	17	C
3	C	18	A
4	A	19	D
5	D	20	A
6	C	21	D
7	A	22	A
8	D	23	A
9	D	24	A
10	A	25	C
11	A	26	C
12	D	27	C
13	C	28	C
14	A	29	D
15	D	30	D

Appendix D - Level 2 Lead Traffic Management Operative Observation with Questions Planning and Approval Form

Instructions

This form has two purposes:

1. To help you plan an observation with questions for your apprentices.
2. To inform EUIAS of the proposed task(s) for the live assessment.

Important information

- The apprentice is assessed in their workplace in a real work setting under normal work conditions
- Simulation is not permitted during the observation
- A total of 6 hours + 10% is permitted for the observation with questions
- The observation may be split into discrete sections held on the same working day
- The observation is assessed by an EUIAS approved independent assessor
- The ratio of assessor to apprentice is 1:1
- The employer/training provider representative must be present or immediately contactable for the duration of the assessment
- During the assessment the independent assessor will be asking questions which are part of the assessment

The activities should be designed to assess a broad range of the knowledge, skills and behaviours developed over the period of the apprenticeship. However, as a minimum the observation with questioning must cover the activities and KSBs listed in the planning and approval form below.

EUIAS must review the employer/training provider's observation with questions task brief.

Task variations: If you have more than one apprentice being assessed, use the 'Practical Task Variations' section of the form to indicate what the task variations that will be put in place so that apprentices are not asked to complete identical tasks.

Complete the 'Level 2 Lead Traffic Management Observation with Questions Planning and Approval Form' and submit it to the Service Delivery team via enquiries@euias.co.uk, for **review at least 1 month before the start** of the end-point assessment. Further details can be found in the LTMO EPA Specification.

Level 2 Lead Traffic Management Operative Observation with Questions Planning and Approval Form

Employer name and site address	
Training provider (if applicable)	
Contact details of employer/training provider representative overseeing the setup of the observation with questions (documents, site and resources).	

Observation with Questions Checklist

This checklist will assist the employer and/or training provider with planning the activity. **Please confirm all required elements are covered:**

The tasks must be set up to allow the apprentice(s) to carry out installation and removal of an operational temporary traffic management (TTM) system. The observation must include the following, please check the boxes below to confirm:	
Interpret traffic management layouts, design and technical specifications	<input type="checkbox"/>
Plan and organise TTM system installation	<input type="checkbox"/>
Comply with health and safety regulations and follow safe systems of work	<input type="checkbox"/>
Carry out static and dynamic risk assessment	<input type="checkbox"/>
Select and use TTM Personal Protective Equipment (PPE)	<input type="checkbox"/>
Select and prepare TTM equipment and systems	<input type="checkbox"/>
Unload and secure TTM equipment and systems from vehicles or plant	<input type="checkbox"/>
Install, position and secure TTM equipment and systems that are tailored to a specific road type and include the application of digital technology	<input type="checkbox"/>
Remove TTM equipment and systems	<input type="checkbox"/>
Ensure system installations do not disadvantage those with mobility and sensory needs	<input type="checkbox"/>
Complete documentation	<input type="checkbox"/>



Brief task(s) description for discussion and review:

Box will expand to allow further detail

Special requirements and site access arrangements for the assessor:

Box will expand to allow further detail

The following requirements should be covered in the activity:

Health and safety requirements	Describe where in the activity the independent assessor will observe the requirements
Prioritises health and safety and complies with health and safety regulations, standards and guidance (S1, B1).	
Follows a TTM operation safe system of work, carrying out static and dynamic risk assessments in line with the TTM technical specification (K2, S2).	
Selects and uses TTM Personal Protective Equipment (PPE) in line with organisational requirements and the TTM operation safe system of work (K4, S7).	
The independent assessor will ask a question on the following: Explains why it is important to comply with health and safety regulations and prioritise health and safety (S1, B1).	
The independent assessor will ask a question on the following: Explains the importance of risk assessments, method statements and safe systems of working to the TTM industry (K2, S2).	



Planning requirements	Describe where in the activity the independent assessor will observe the requirements
Interprets traffic management layouts, design and technical specifications to support the completion of the TTM operation (K8, S8).	
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).	
The independent assessor will ask a question on the following: Explains how their choice and application of planning and organisation techniques maximises the efficiency of the TTM installation and removal (K5, S10).	

TTM equipment, handling and storage requirements	Describe where in the activity the independent assessor will observe the requirements
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).	

System installation and removal requirements	Describe where in the activity the independent assessor will observe the requirements
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).	



System installation and removal requirements	Describe where in the activity the independent assessor will observe the requirements
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).	
Completes task documentation on paper or electronically in line with the TTM technical specification and organisational procedures (K9, S19).	
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>The independent assessor will ask a question on the following: Explains the importance of recording TTM information correctly (K9, S19)</p>	

Practical Task Variations

Describe how you can vary the task(s) to ensure that the task does not become predictable.

Variation 1:

Variation 2:

Variation 3:

Special requirements (for example: authorisations/access arrangements/PPE):

The observation with questioning task(s) must take 6 hours and completed on the same day.

Please state time allocated for the practical task(s): _____



Assessment Centre Setup Confirmation:

The Independent assessor will only observe 1 apprentice during the practical, please confirm by checking the box

Resource Availability Confirmation:

Please provide information to confirm that there is sufficient equipment tools, manuals, and other necessary resources for the apprentice to use during the assessment:

Safety Measures Confirmation:

Please confirm that all necessary safety measures are in place to protect the apprentice during the assessment:

Equipment Functionality Confirmation:

Please provide evidence that all vehicles, equipment and tools are in good working condition and regularly maintained:

Space Adequacy Confirmation:

Please confirm that there is adequate space for the apprentice to work comfortably without interference from others:

Emergency Procedures Confirmation:

Please confirm that emergency procedures are in place and the apprentice is aware of them:

Accessibility Confirmation:

Please confirm that the assessment area is accessible to the apprentice, including those with disabilities:

IMPORTANT INFORMATION TO REMEMBER: The specific detail of the task(s) to be undertaken should be **kept confidential from the apprentices.**

Practical task: include relevant photographs to illustrate task(s)



EUIAS Office use only

Date received	
Date signed off	

Appendix E: Practice Observation with Questions Template

Employers/training providers are recommended to arrange for apprentices to carry out a practice observation with questions prior to end-point assessment. The form below is for use by the person playing the part of the independent assessor.

Instructions

This should be read in conjunction with the LTMO Specification.

This template has been designed to help the suitable person playing part of the independent assessor and has three purposes:

1. To prepare for a practice assessment with questions
2. Designed to holistically assess a broad range of the skills, knowledge and behaviours developed over the period of the apprenticeship by the apprentice
3. To provide feedback to the apprentice in preparation for the live assessment

The assessor should:

- complete the form below which has two parts to assess the apprentice's observation with questions.

Quick Tip – How to complete the form below:

Name of Apprentice		<div data-bbox="1027 1247 1399 1408" style="border: 1px solid black; padding: 5px;"> <p>It is important to ensure that the page illustrated is completed by the assessor.</p> </div>								
Apprentice ID checked										
Location(s) of Practice Observation										
Name of Independent Assessor										
Date of Practice Observation										
Start Time										
End Time										
Independent Assessor: Additional comments		<div data-bbox="1027 1480 1399 1664" style="border: 1px solid black; padding: 5px;"> <p>The assessor should write additional comments to support the practice grade decision, sign and date to confirm.</p> </div>								
<table border="1"> <thead> <tr> <th style="background-color: #003366; color: white;">Please indicate the apprentice's practice observation with questions grade</th> <th style="background-color: #003366; color: white;">Distinction</th> <th style="background-color: #003366; color: white;">Pass</th> <th style="background-color: #003366; color: white;">Fail</th> </tr> </thead> <tbody> <tr> <td></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> <td style="text-align: center;"><input type="checkbox"/></td> </tr> </tbody> </table>			Please indicate the apprentice's practice observation with questions grade	Distinction	Pass	Fail		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate the apprentice's practice observation with questions grade	Distinction	Pass	Fail							
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>							
<p>By signing below, I confirm that the information provided is correct and the practice grade awarded is a true reflection of the performance by the apprentice.</p> <table border="1"> <tr> <td style="width: 70%;">Independent Assessor Full Name and Signature:</td> <td>Date:</td> </tr> <tr> <td style="height: 30px;"></td> <td></td> </tr> </table>			Independent Assessor Full Name and Signature:	Date:						
Independent Assessor Full Name and Signature:	Date:									

Theme and KSBS: Planning – K5; K8; K12; S8; S9 and S10	
To achieve a Pass apprentice must demonstrate all of the Pass descriptors	P/D Assessor comments to justify the evidence seen and outcomes achieved
To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors	
Pass: Interprets traffic management layouts, design and technical specifications to support the completion of the TTM operation (K8, S8).	<input type="checkbox"/>
Pass: 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).	<input type="checkbox"/>
Distinction: Explains how their choice and application of planning and organisation techniques maximises the efficiency of the TTM installation and removal (K5, S10).	<input type="checkbox"/>
Questions asked: Develop open ended questions to help evidence the descriptors above. Ask questions to assess the KSBS that did not occur naturally during the observation with questions.	
Summary of response to question(s):	
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.	
Time of observation	
Fail	<input type="checkbox"/>
Pass	<input type="checkbox"/>

Check the box for each descriptor the apprentice achieves.

Include the time of observation for the descriptors.

Check the relevant box if fail or pass is achieved.

Provide feedback for the apprentice to show where they could improve their skills.

Summarise the response that the apprentice provided.

Develop some open ended questions in relation to the KSBS.

Assessor to include comments to justify the evidence seen that meets the descriptors for the outcomes achieved.



Full Name of Apprentice	
Apprentice ID checked	
Location(s) of Practice Observation	
Name of Person Playing the Role of an Independent Assessor	
Date of Practice Observation	
Start Time	
End Time	
Practice – Person Playing the role of an Independent Assessor - Additional comments:	

Please indicate the apprentice's practice observation with questions grade	Distinction	Pass	Fail
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I confirm that the information provided is correct and the practice grade awarded is a true reflection of the performance by the apprentice.

Person playing the role of the Independent Assessor Full Name and Signature:	Date:

Please Note:

Fail: the apprentice does not demonstrate the pass descriptors.

To achieve a Pass, the Apprentice must achieve **all** the Pass descriptors.

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

Assessor questions: during the live assessment, the assessor must ask at least 6 open questions.

Introduction

At the start of the observation the assessor will:

- Introduce themselves
- Confirm their role
- State the date of the observation with questions
- Provide apprentice with information on the format of the observation with questions, including the timescales they will be working to

The apprentice will:

- Give their full name
- Give their date of birth
- Give their employer's name
- Confirm they are prepared for the observation with questions; and confirm they can continue with the observation

The apprentice will be asked to show their identification to the assessor prior to beginning the assessment

Important points to inform the apprentice

- If at any point during the observation you perform an unsafe act/task which contravenes Health and Safety, I will immediately stop the observation.
- Please do not judge anything by me taking notes and you should not infer anything positive or negative from how long the observation lasts.
- Ensure that your mobile is turned off or placed somewhere where you will not be interrupted during the observation

Assessor Guidance

Delivery

- The observation with questions
 - must take 6 hours. The assessor may increase the time by up to 10% to allow the apprentice to complete a task or respond to a question if necessary

- May be split into discrete sections held on the same working day.
- You must
 - observe apprentices on a 1:1 ratio
 - be as unobtrusive as possible
 - explain to the apprentice the format and timescales of the observation before they start
 - ask at least 6 questions. Questioning can occur both during and after the observation
 - use open-ended questions to suit individual circumstances. Follow-up questions may be asked to clarify answers given by the apprentice
 - ask questions about KSBs that were not observed to gather assessment evidence. These questions are in addition to the set number of questions for the observation and should be kept to a minimum
 - write down the question to be asked
- The following activities should be observed:
 - interpret traffic management layouts, design and technical specifications
 - plan and organise TTM system installation
 - comply with health and safety regulations and follow safe systems of work
 - carry out static and dynamic risk assessment
 - select and use TTM Personal Protective Equipment (PPE)
 - select and prepare TTM equipment and systems
 - unload and secure TTM equipment and systems from vehicles or plant
 - install, position and secure TTM equipment and systems that are tailored to a specific road type and include the application of digital technology
 - remove TTM equipment and systems
 - ensure system installations do not disadvantage those with mobility and sensory needs
 - complete documentation

At the end of the observation with questions - Thank the apprentice for their time.

Theme and KSBS: Health and Safety – K2; K4; S1; S7 and B1		
To achieve a Pass apprentice must demonstrate all of the Pass descriptors To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors	P/D	Assessor comments to justify the evidence seen and outcomes achieved
Pass: Prioritises health and safety and complies with health and safety regulations, standards and guidance (S1, B1).	<input type="checkbox"/>	
Pass: Follows a TTM operation safe system of work, carrying out static and dynamic risk assessments in line with the TTM technical specification (K2, S2).	<input type="checkbox"/>	
Pass Selects and uses TTM Personal Protective Equipment (PPE) in line with organisational requirements and the TTM operation safe system of work (K4, S7).	<input type="checkbox"/>	
Distinction: Explains why it is important to comply with health and safety regulations and prioritise health and safety (S1, B1).	<input type="checkbox"/>	
Distinction: Explains the importance of risk assessments, method statements and safe systems of working to the TTM industry (K2, S2).	<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above. Ask questions to assess the KSBS that did not occur naturally during the observation with questions.		
Summary of response to question(s):		
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.		
		Time of observation

	Fail	<input type="checkbox"/>
	Pass	<input type="checkbox"/>
	Distinction	<input type="checkbox"/>

K2 Safe systems of work: Static and dynamic risk assessments, production methods and requirements, method statements.

K4 Personal Protective Equipment (PPE): Requirements and use in TTM operations.

S1 Comply with health and safety regulations.

S7 Select and use TTM PPE.

B1 Prioritise health and safety.

Theme and KSBS: Planning – K5; K8; K12; S8; S9 and S10		
To achieve a Pass apprentice must demonstrate all of the Pass descriptors	P/D	Assessor comments to justify the evidence seen and outcomes achieved
To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors		
Pass: Interprets traffic management layouts, design and technical specifications to support the completion of the TTM operation (K8, S8).	<input type="checkbox"/>	
Pass: 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).	<input type="checkbox"/>	
Distinction: Explains how their choice and application of planning and organisation techniques maximises the efficiency of the TTM installation and removal (K5, S10).	<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above. Ask questions to assess the KSBS that did not occur naturally during the observation with questions.		
Summary of response to question(s):		
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.		
Time of observation		
Fail		<input type="checkbox"/>
Pass		<input type="checkbox"/>
Distinction		<input type="checkbox"/>

K5 TTM system installation planning and organisation techniques

K8 Sources of information, guidance and interpretation methods: Designs, technical specifications and road traffic layouts.

K12 TTM equipment and systems: Types, purpose and preparation.

S8 Interpret traffic management layouts, design and technical specifications.

S9 Select and prepare TTM equipment and systems.

S10 Plan for and organise installation.

Theme and KSBS: TTM equipment, handling and storage – K27 and S5		
To achieve a Pass apprentice must demonstrate all of the Pass descriptors	P	Assessor comments to justify the evidence seen and outcomes achieved
Pass: 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).	<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above. Ask questions to assess the KSBS that did not occur naturally during the observation with questions.		
Summary of response to question(s)		
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.		
Time of observation		
Fail		<input type="checkbox"/>
Pass		<input type="checkbox"/>

K27 Manual and mechanical lifting and moving techniques.

S5 Move, handle and store TTM equipment and systems.

Theme and KSBS: System Installation and removal – K9; K10; S13; S14; S16; S19 and B4		
<p>To achieve a Pass apprentice must demonstrate all of the Pass descriptors</p> <p>To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors</p>	P/D	Assessor comments to justify the evidence seen and outcomes achieved
Pass: 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).	<input type="checkbox"/>	
Pass: 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).	<input type="checkbox"/>	
Pass: Completes task documentation on paper or electronically in line with the TTM technical specification and organisational procedures (K9, S19).	<input type="checkbox"/>	
Distinction: 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).	<input type="checkbox"/>	
Distinction: Explains the importance of recording TTM information correctly (K9, S19).	<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above. Ask questions to assess the KSBS that did not occur naturally during the observation with questions.		
Summary of response to question(s):		

Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.	
Time of observation	
Fail	<input type="checkbox"/>
Pass	<input type="checkbox"/>
Distinction	<input type="checkbox"/>

K9 TTM documentation requirements.

K10 The methods and techniques for the installation, securing and removal of traffic management systems. How they support those with mobility and sensory issues.

S13 Install, position, secure and remove TTM equipment and systems tailored to the road type, without disadvantaging those with mobility and sensory impairment.

S14 Apply digital TTM technologies to a TTM system. For example, incursion warning systems, automated traffic signal controls, variable message signs or tablet-based work management systems.

S16 Restore the carriageway to a safe condition.

S19 Complete task documentation, paper-based or digital.

B4 Takes responsibility for own work.

Appendix F: Practice Interview Based on an EPA Portfolio Template

Employers/training providers are recommended to arrange for apprentices to carry out a practice Interview based on an EPA portfolio of evidence prior to end-point assessment.

Instructions

This should be read in conjunction with the LTMO Specification.

This template has been designed to help the suitable person playing part of the independent assessor and has three purposes:

1. To prepare for a practice assessment
2. Designed to holistically assess a broad range of the skills, knowledge and behaviours developed over the period of the apprenticeship by the apprentice
3. To provide feedback to the apprentice in preparation for the live assessment

The assessor should:

- complete the form below which has two parts to assess the apprentice's Interview.
- review the apprentice's portfolio of evidence before the practice assessment

Quick Tip – How to complete the form below:

Full Name of Apprentice			
Apprentice ID checked			
Location of End-point Assessment			
Employer Company Name			
Training Provider Name			
Full Name of Independent Assessor			
Date of Interview			
Start Time			
End Time			
Independent Assessor: Additional Comments			

It is important to ensure that the page illustrated is completed by the assessor.

The assessor should write additional comments to support the practice grade decision, sign and date to confirm.

Please indicate the apprentice's practice interview grade	Distinction <input type="checkbox"/>	Pass <input type="checkbox"/>	Fail <input type="checkbox"/>
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By signing below, I confirm that the information provided is correct and the practice grade awarded is a true reflection of the performance by the apprentice.

Independent Assessor Full Name and Signature:	Date:

Task 2 and KSBs: Loading and unloading TTM systems and equipment – K6 and S6			
To achieve a Pass apprentice must demonstrate all of the Pass descriptors	P	Assessor comments to justify the evidence seen and outcomes achieved	
Pass: 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).	<input type="checkbox"/>		
Questions asked: Develop open ended questions to help evidence the descriptors above.			
Write down the follow up questions asked:			
Summary of response to question(s):			
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.			
Portfolio reference		Time of question(s)	
		Fail	<input type="checkbox"/>
		Pass	<input type="checkbox"/>

Check the pass box if the apprentice achieved the descriptor.

Check the fail or pass box to confirm the grade for this group.

Include the page number(s) of where in the evidence in the EPA portfolio has been seen that meets the descriptor above.

Develop some open ended questions in relation to the KSBs.

If follow up questions are asked include them here.

Record the time the question is asked.

Lead Traffic Management Operative Interview

Full Name of Apprentice	
Apprentice ID checked	
Location of End-point Assessment	
Employer Company Name	
Training Provider Name	
Full Name of The Person Playing the Role of the Independent Assessor	
Date of Interview	
Start Time	
End Time	
Practice – Independent Assessor playing the role: Additional Comments	

Please indicate the apprentice's practice interview grade	Distinction	Pass	Fail
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

By signing below, I confirm that the information provided is correct and the practice grade awarded is a true reflection of the performance by the apprentice.

Independent Assessor Full Name and Signature:	Date:

Please Note:

To achieve a Pass, the Apprentice must achieve **all** of the pass descriptors.

To achieve a Distinction the Apprentice must achieve **all** of the pass and distinction descriptors.

Fail: The apprentice does not demonstrate the pass descriptors.

Introduction

At the start of the interview the assessor will:

- Introduce themselves
- State their role
- State the date of the interview
- Request and confirm ID from the apprentice prior to beginning the assessment
- Provide apprentice with information on the format of the with questions, including the timescales they will be working to

The apprentice will:

- Confirm their full name
- Confirm their date of birth
- Give their employer's name
- Confirm their location and that no one else is present in the room, if remote apprentice to pan camera 360
- Confirm they are prepared for the question and answer session; and confirm they can continue with the interview
- Confirm that the evidence within the portfolio relates to the KSB's that will be assessed during the interview

Important points to inform the apprentice

- Please do not judge anything by the notes being taken, nor infer anything positive or negative from how long the interview lasts
- Please do not consider me rude if I tell you that we need to move onto the next question. This will ensure that you get the opportunity to fully demonstrate your competencies within the time allowed
- Ensure the apprentice has a drink of water to hand
- Please ensure that your mobile is switched off or placed somewhere where you will not be interrupted during the interview
- Confirm that a sign is placed on the door of the assessment room. Assessment in progress 'Do not disturb'
- The live interview will be fully recorded for the purpose of audit and quality assurance

Independent Assessor Guidance

Delivery

- The interview will last 60 minutes. An additional 10% is allowed for the apprentice to complete their last answer
- You must be in full control. Time management is key! If the apprentice veers off track, they need to be reined back in
- You must ask a minimum of eight open questions
- The purpose of the questions is to cover the following tasks: TTM vehicle, plant and equipment operation and maintenance; Loading and unloading TTM systems and equipment; Incident management; Teamwork and communication; Sustainability; CPD and wellbeing
- Please work through the sections in the order they appear within this document
- Answers to questions must be recorded. Timeline each question to the recording. Only log the time for the start of each question asked
- Additional follow-up questions are allowed to seek clarification and to make a judgement against grading descriptor
- The text of additional questions must be recorded on this document
- Adapt the questions to the apprentice's circumstances following your review of their EPA portfolio evidence
- Write down each question
- Supply brief written notes where each criterion has been met
- If the apprentice does not achieve a descriptor, provide written notes that EUIAS can feed back to the apprentice to help the apprentice prepare for a resit
- Both the recording and the written notes will be subject to IQA.

At the end of the interview - Thank the apprentice for their time and wish them good luck

Task 1 and KSBs: TTM vehicle, plant and equipment operation and maintenance – K7; K11; K15; S3; S4; S11 and S12			
To achieve a Pass apprentice must demonstrate all of the Pass descriptors		P/D	Assessor comments to justify the evidence seen and outcomes achieved
To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors			
Pass: 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).	<input type="checkbox"/>		
Pass: 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).	<input type="checkbox"/>		
Pass: 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).	<input type="checkbox"/>		
Distinction: Justifies their choice of methods and techniques when inspecting and carrying out maintenance and repairs to TTM equipment and systems (K11, S11).	<input type="checkbox"/>		
Questions asked: Develop open ended questions to help evidence the descriptors above.			
Write down the follow up questions asked:			
Summary of response to question(s):			
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.			
Portfolio reference		Time of question(s)	

	Fail	<input type="checkbox"/>
	Pass	<input type="checkbox"/>
	Distinction	<input type="checkbox"/>

K7 Types of signals and verbal instructions (including radio use) required for the movement of vehicles and plant.

K11 The methods and techniques for the inspection, maintenance and repair of traffic management systems and equipment. Replacement procedures.

K15 TTM vehicles and plant: Operation, operator checking, maintenance, minor repair and fault or defect escalation techniques.

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

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.

S11 Inspect, maintain, repair and replace TTM equipment and systems.

S12 Operate and guide plant and vehicles to create safe working zones within limits of responsibility.

Task 2 and KSBs: Loading and unloading TTM systems and equipment – K6 and S6			
To achieve a Pass apprentice must demonstrate all of the Pass descriptors		P	Assessor comments to justify the evidence seen and outcomes achieved
Pass: 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).		<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above.			
Write down the follow up questions asked:			
Summary of response to question(s):			
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.			
Portfolio reference		Time of question(s)	
		Fail	<input type="checkbox"/>
		Pass	<input type="checkbox"/>

K6 Risks and precautions when loading, unloading and securing TTM equipment and systems from and to TTM vehicles and plant.

S6 Load, unload and secure TTM equipment and systems to and from vehicles or plant.

Task 3 and KSBs: - Incident Management K18; K19 and S15			
To achieve a Pass apprentice must demonstrate all of the Pass descriptors		P/D	Assessor comments to justify the evidence seen and outcomes achieved
To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors			
Pass: 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).		<input type="checkbox"/>	
Distinction: 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).		<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above.			
Write down the follow up questions asked:			
Summary of response to question(s):			
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.			
Portfolio reference		Time of question(s)	
		Fail	<input type="checkbox"/>
		Pass	<input type="checkbox"/>

	Distinction <input type="checkbox"/>
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K18 Incident management protocols for operations adjacent to live traffic on highway networks.

K19 Incident response techniques: Emergencies, traffic accidents and persons in crisis

S15 Respond to and contain emergencies including traffic accidents and vulnerable persons in crisis and seek support of formal responders.

Task 4 and KSBs: – Teamwork and communication K20; K25; S18; S20 and B3			
To achieve a Pass apprentice must demonstrate all of the Pass descriptors		P/D	Assessor comments to justify the evidence seen and outcomes achieved
To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors			
Pass: 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).	<input type="checkbox"/>		
Pass: Describes how they use verbal communication techniques and apply TTM terminology when communicating with others (K20, S18).	<input type="checkbox"/>		
Distinction: Explains how their team focus supports wider teams to meet their goals (K25, S20).	<input type="checkbox"/>		
Questions asked: Develop open ended questions to help evidence the descriptors above.			
Write down the follow up questions asked:			
Summary of response to question(s):			
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.			
Portfolio reference		Time of question(s)	
		Fail	<input type="checkbox"/>
		Pass	<input type="checkbox"/>
		Distinction	<input type="checkbox"/>

K20 Verbal communication techniques and TTM terminology.

K25 Principles of team working.

S18 Communicate with others verbally: internal and external customers, colleagues and managers.

S20 Applies team working principles.

B3 Support an equal, diverse and inclusive culture.

Task 5 and KSBs: Sustainability - K23 and S17			
To achieve a Pass apprentice must demonstrate all of the Pass descriptors		P/D	Assessor comments to justify the evidence seen and outcomes achieved
To achieve a Distinction apprentice must demonstrate all of the Pass descriptors and all of the distinction descriptors			
Pass: 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).		<input type="checkbox"/>	
Distinction: Explains how following sustainability regulations standards, and guidelines reduces the impact of the TTM industry on the wider environment (K23, S17).		<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above.			
Write down the follow up questions asked:			
Summary of response to question(s);			
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.			
Portfolio reference		Time of question(s)	
		Fail	<input type="checkbox"/>
		Pass	<input type="checkbox"/>
		Distinction	<input type="checkbox"/>

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.

S17 Comply with environmental and sustainability regulations, standards and guidance. Segregate resources for reuse, recycling and disposal.

Task 6 and KSBs: Continuous Professional Development (CPD) and wellbeing- K26 and B2			
To achieve a Pass apprentice must demonstrate all of the Pass descriptors		P	
Pass: Describes learning and development they have completed and recorded to support competence in their role (B2).		<input type="checkbox"/>	
Pass: Describes mental and physical health considerations of themselves and others and identifies sources of support available for themselves and others (K26).		<input type="checkbox"/>	
Questions asked: Develop open ended questions to help evidence the descriptors above.			
Write down the follow up questions asked:			
Summary of response to question(s):			
Feedback that you can provide to the apprentice if the apprentice has failed to meet the descriptors above.			
Portfolio reference		Time of question(s)	
		Fail	<input type="checkbox"/>
		Pass	<input type="checkbox"/>

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.

B2 Committed to continued professional development (CPD) to maintain and enhance competence in their own area of practice.



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