**Chartered Town Planner Degree Apprenticeship Gateway Declaration Form**

To be completed by apprentice, employer & RTPI accredited Planning School.

**INSTRUCTIONS FOR COMPLETION**

**All three sections** of this form must be completed accurately by all three parties and be **submitted to the RTPI** with the relevant gateway documentation via the RTPI accredited Planning School.

For this form the term employer is used to describe the individual who is making the declaration on behalf of their organisation.

**Important note**

Should a candidate be found to have provided fraudulent or misleading declaration, the RTPI will take appropriate and proportionate action.

Candidates **must** submit this completed Gateway Declaration Form, Licentiate application form, Reflective Journal and relevant certificates to their Planning School who will submit to the RTPI when it has been agreed you are ready to enter the Gateway.

Your application will be rejected or deferred if you fail to submit the relevant documentation.

1. **APPRENTICE’S DETAILS & DECLARATION**

|  |  |
| --- | --- |
| Name of apprentice |  |
| Job Title |  |
| Employer Organisation |  |
| Apprenticeship Standard |  |
| Unique Learner Number (ULN) |  |
| RTPI Membership Number |  |

I confirm that:

I have completed all aspects of the apprenticeship and consider myself ready for End Point Assessment.

I havedocumented at least 12 months’ (full-time equivalent) work experience, at or above the level required in the standard, in my Reflective Journal.

|  |
| --- |
| **DATA PROTECTION**  The information you provide in this form will be held securely on the RTPI’s electronic records and will be processed in accordance with the General Data Protection Regulation and 2018 Data Protection Act. However, on successful completion of your apprenticeship, the RTPI will need to share your data with the Education Skills Funding Agency (ESFA) to confirm completion of your apprenticeship.  **If you do not consent to us using your data in this way you will not receive a certificate confirming completion of your apprenticeship.** |

**On successful completion of my apprenticeship, I give permission for RTPI to share my details with the Education Skills Funding Agency (government agency) to claim my apprenticeship completion certificate.**

Signature of Apprentice:

(typed name is acceptable)

Date:

**2. EMPLOYER’S DETAILS & DECLARATION**

|  |  |
| --- | --- |
| Organisation name |  |
| Line manager’s name (if other role please state relationship to apprentice) |  |
| Job Title |  |
| Employer’s email address |  |
| Employer’s telephone number |  |

|  |
| --- |
| **DATA PROTECTION**  The information you provide in this form will be held securely on the RTPI’s electronic records and will be processed in accordance with the General Data Protection Regulation and 2018 Data Protection Act. The RTPI will neither disclose, nor permit members of its staff to disclose, any confidential and/or personal information you provide unless required to do so by law. Your information will be used to support the apprentice’s application. The RTPI may also contact you with further questions regarding the apprentice’s application.  **If you do not consent to us using your data in this way then the apprentice will not be able to pass through gateway and apply for End Point Assessment.** |

**(Employer please tick) I consent to having my data processed as outlined in the above data protection statement and am willing to be contacted to answer further questions regarding the apprentice’s application.**

I confirm that:

The apprentice has met the occupational competence of all the knowledge, skills and behaviours required for the Chartered Town Planner Apprenticeship

The apprentice has documented at least 12 months’ (full-time equivalent) work experience, at or above the level required in the standard, in their Reflective Journal.

We will provide the apprentice with opportunities to complete relevant case studies that cover the knowledge, skills, and behaviours within the End Point Assessment period.

The apprentice agrees that they are ready for End Point Assessment.

Signature of Employer:

(typed name is acceptable)

Date:

**3.TRAINING PROVIDER DECLARATION**

I confirm that:

The apprentice is ready to progress to End Point Assessment for the Chartered Town Planner Apprenticeship

All gateway evidence has been uploaded onto ACE360 to support this application as follows:

* Completed Gateway Declaration Form
* Completed Licentiate Application form
* Scanned copy of RTPI accredited Degree certificate.
* Scanned copies of relevant English & Maths certificates (L2)
* Reflective Journal covering at least 12 months (full time equivalent) pre-gateway experience.

Signature of Training Provider:        (typed name is acceptable)

Date: