

# Supplementary Guidance for Chartered Town Planner Apprentices completing the Professional Discussion (PD)

**This is Version 3 of this document which has been updated to provide minor wording changes to clarify the original text and inform apprentices on the expectation for case study/project selection.**

**This guidance is valid for all PDs from November 2024.** Any apprentice who sat their PD prior to November 2024 and is required to complete a resit or retake would do so under the previous arrangements. (Version 2 of this document).

This guide is designed to provide supplementary information to apprentices undertaking their PD as part of the Chartered Town Planner Degree Apprenticeship.

The information in this Guide supplements information in the Chartered Town Planner End Point Assessment Main Guidance which can be found in the Degree Apprenticeship End Point Assessment Resource Centre [here](#).

Please refer to the Main Guidance document, Section 3 for more information on the PD, and Section 8 for information on the Reflective Journal.

## **What the Professional Discussion (PD) Assessors are looking for:**

During the PD, you will be assessed via a series of questions on the 8 skills and behaviours listed in the table below, either holistically or by answering specific questions related to the skill or behaviour being assessed.

When we refer to being assessed holistically, we mean that for S8, B5 and B4, APD Assessors will be looking for evidence that you have demonstrated these skills and behaviours at various points throughout the 50-minute discussion

Your PD Assessors will review your Reflective Journal before the PD and use this to structure the discussion. Specific questions will be asked relating to the following skills and behaviours - S3, S5, S6, S7 & B3.

Assessors will identify projects/case studies/examples to discuss for the following skills:

**S3** – Creative Vision & Design

**S5** – Stakeholder management & leadership

**S7** – Collaborative and multi-disciplinary working

If Assessors are unable to identify a suitable project/case study/example they will ask you to identify a suitable example.

Assessors will **expect you** to identify a suitable project/case study/example in response to questions relating to the following:

**S6** – Project Management

**B3** – Reliability, integrity and confidentiality on work related and personal matters

Projects/case studies/examples discussed must be recorded in your Reflective Journal. Each specific question may be followed up by a probing question if necessary.

You must make **at least three acceptable points for each of the five skills and behaviours** in response to the question (s) to achieve a pass. Due to the range of experiences that apprentices will have, there is no one right answer to each question, and there are a variety of ways in which you could respond (see examples below).

You are expected to take the Reflective Journal into the PD, but this should only be used as an aide memoire and you **should not** be reading from the Reflective Journal or a pre-prepared script during the discussion.

At the end of the PD, you will be given the opportunity to add an example or case study (recorded in the Reflective Journal), which is relevant and expands on an answer already given.

### **Notification of your PD date and time**

Following email notification from the RTPI that you have successfully passed through the Gateway, you will be sent an invitation via MS Teams to attend a PD. You will be allocated a date and time with two PD Assessors who will complete the 50-minute recorded PD via MS Teams. You will be given a minimum of 3 weeks' notice of your PD, during which time you are advised to practise and prepare for the PD by completing a mock discussion(s) and ensuring you know the contents of your Reflective Journal in detail.

### **On the day**

Prior to logging into the PD, you must

- Ensure you have a dedicated, private, quiet space with no noise or visual distractions to complete the PD. This should ideally be in the workplace, but if this is not possible and you are working from home then a quiet room with no distractions and where you will not be interrupted.
  - It is recommended that you test both your webcam and broadband speed to prior to the discussion. The following testing sites can be used although others are available.
- Webcam/Mic Test  
[Webcam test - Check camera online \(webcammictest.com\)](https://www.webcammictest.com)
  - Broadband Speed Test  
[Speedtest by Ookla - The Global Broadband Speed Test](https://www.speedtest.net)

### **During the PD, you must**

- Ensure you are dressed in appropriate work attire.
- Confirm that you are in a place where this discussion can be kept confidential and that it is free from noise and distractions.
- Keep your camera on throughout the interview.
- Ensure your background is visible.
- Show either your passport or driving licence as identification to the camera for the PD Assessors to see. If you do not have either document, then please contact the RTPI for a list of alternative acceptable documents.
- You must only reference projects/case studies/examples that have been recorded in your Reflective Journal. Reference to work experiences that have not been recorded in the Reflective Journal cannot be taken into consideration when assessing a skill or behaviour.
- Remember to listen and respond to the question being asked.

### **What to expect after the PD?**

Following the PD, the PD Assessors will agree an outcome and complete an Apprentice Feedback Form which will be returned to RTPI. The feedback form will be reviewed and approved before being sent to you with the overall outcome.

You will be advised of the outcome of the PD within 1 month of completion.

If the outcome is successful, you can progress to submission of the Degree Apprenticeship Assessment of Professional Competence (DA-APC) when ready, and in advance of the most appropriate submission deadline. In the case of a resit or retake, you need to agree with your employer the best course of action and reapply to undertake another PD in due course.

### **Resits or Retakes**

A resit or retake will be conducted in the same way as the first PD, in that you will be assessed on **all** the skills and behaviours again – it **will not** just focus on areas where you were marked as unsuccessful in the initial PD.

As far as possible, the same Assessor pairing will conduct a resit or retake.

Do use the Assessors' feedback to focus on areas for improvement to help you achieve a successful outcome in your resit/retake.



Skill/Behaviour	APD Assessors are looking for apprentices to:	This skill/behaviour could be successfully demonstrated by the examples below. Other appropriate answers can also be accepted.
<p><b>S3 – Creative vision and design</b></p> <p>(The Assessors will identify an example for discussion and ask a specific question)</p>	<p>Show how you have produced a creative and innovative design strategy, policy, or solution to achieve positive design outcomes for stakeholders.</p> <p>This does not have to be a full design strategy but could be a contribution or a solution you have proposed as part of a wider planning proposal which has had a positive impact.</p>	<p>Referring to the principles of good design as set out in national policy guidance.</p> <p>Exemplifying how you have ensured that schemes are useful and built to last and are easy to maintain.</p> <p>Describing how you ensured schemes are environmentally efficient and encourage sustainable occupation.</p> <p>Demonstrating that schemes provide a safe and inclusive environment and improve quality of life.</p> <p>Giving examples of how the schemes aim to make people say they are proud of the fact that they visit, live, or work there, because the building or place has real identity, character, and beauty.</p>
<p><b>S5 – Stakeholder management and leadership</b></p> <p>(The Assessors will identify an example for discussion and ask a specific question)</p>	<p>Show how you have used communication, negotiation, advocacy, or mediation to build positive outcomes for stakeholders or a work project.</p>	<p>Carrying out regular consultation and engagement, building relationships and trust.</p> <p>Identifying risks and issues quickly, suggesting an appropriate course of action.</p> <p>Knowing when to compromise with stakeholders.</p> <p>Understanding what success will look like for each stakeholder.</p> <p>Ensuring good project governance and establishing clear roles and responsibilities.</p>



<p><b>S6 - Project management</b></p> <p>(The Apprentice must identify a relevant example to discuss in response to the question)</p>	<p>Give an example of a project you have led from start to finish and an explanation of how you evaluated the outcome of the project, identified opportunities for improvement and development. The example should explain how you worked both independently and as part of a team. You should also explain how you managed your work and time.</p>	<p>Referring to a specific project management life cycle you have used.</p> <p>Outlining a project, you have managed, large or small, internally or externally.</p> <p>Describing which parts, you were specifically responsible for</p> <p>Knowing what the impacts of the project were on the wider community.</p> <p>Outlining what you learnt from the project management</p>
<p><b>S7 – Collaborative and multidisciplinary working</b></p> <p>(The Assessors will identify an example for discussion and ask a specific question)</p>	<p>Show how you have worked in partnership with other disciplines to achieve positive outcomes for stakeholders. You should also explain how you have demonstrated customer and client care.</p>	<p>Being able to identify the appropriate partners.</p> <p>Ensuring that partnerships are inclusive and seek to engage everyone during meetings.</p> <p>Making sure everyone is clear about the objectives of the project and has the capacity to deliver outcomes.</p> <p>Having the ability to take a strategic view and to understand and promote the wide range of key issues and interests of the stakeholders.</p> <p>Ensuring partners can seek the buy-in of other experts and interested stakeholders and are committed to exploring new ways of working together.</p>
<p><b>B3 - Reliability, integrity and confidentiality on work related and personal matters.</b></p> <p>(The Apprentice must identify a relevant example to discuss in response to the question)</p>	<p>You should give examples, which show you respect confidentiality on work related and personal matters. The example may refer to the appropriate use of social media and information systems.</p>	<p>Successful demonstration of this behaviour may include:</p> <ul style="list-style-type: none"> <li>• Demonstrating an understanding of how you would take all reasonable steps to ensure that your private, personal, political, and financial interests do not conflict with your professional duties.</li> <li>• Demonstrating an understanding of how you take all reasonable precautions to ensure that no conflict of duty arises between the interests of one employer, client or business</li> </ul>



		<p>associate and the interests of another.</p> <ul style="list-style-type: none"><li>• Demonstrating an understanding of how you do not disclose or use to your advantage your employer or client's information acquired in confidence in the course of your work.</li><li>• Demonstrating an understanding of how you must not offer or accept inducements, financial or otherwise, to influence a decision or professional point of view with regards to planning matters.</li><li>• Demonstrating an understanding of how you must disclose to your employers or clients any offers of inducements, discounts, gifts, or commissions received from any third parties in connection with your work.</li></ul>
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**The following skills and behaviours should also be demonstrated throughout the interview:**

<p><b>S8 – Interpersonal Skills</b></p> <p>(To be assessed holistically throughout the PD)</p>	<p>Answer all questions competently using professional interpersonal skills.</p>	<p>Actively listening to interview questions</p> <p>Providing clear, structured answers</p> <p>Simplifying the complex</p> <p>Speaking fluently and clearly</p> <p>Showing confidence but not over confidence</p>
<p><b>B5- Curiosity and a desire to improve the built and natural environment.</b></p> <p>(To be assessed holistically throughout the PD)</p>	<p>Consistently show a desire to improve the built and natural environment.</p>	<p>Having a structured and focused approach to CPD</p> <p>Taking the initiative in taking on projects and tasks</p> <p>Seeking opportunities for improvement in the projects they have discussed.</p> <p>Understanding of key challenges to the built and natural environment</p> <p>Involvement in relevant professional groups or committees</p>
<p><b>B4 – A focus on outcomes and positive attitude</b></p> <p>(To be assessed holistically throughout the PD)</p>	<p>Consistently demonstrate a focus on outcomes and a positive attitude.</p>	<p>Explaining the outcomes of examples given from the reflective journal</p> <p>Showing how you have learnt from your experiences.</p> <p>Having a focus on positive outcomes for stakeholders</p> <p>Having a friendly and engaging approach</p> <p>Speaking with passion and enthusiasm for your career and your work.</p>