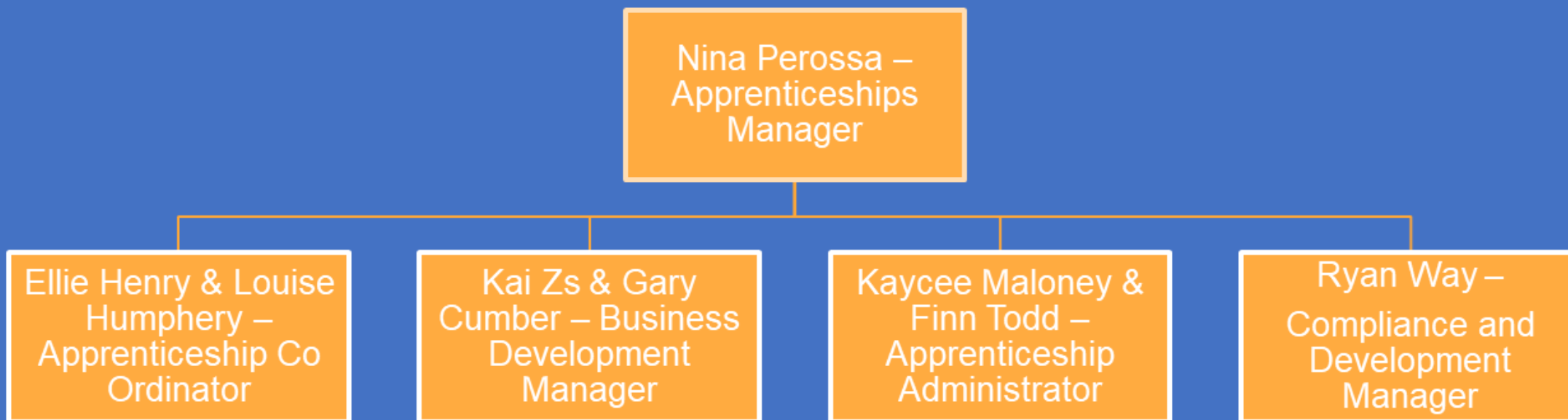


MA Urban and Regional Planning (RTPI Apprenticeship)

1st Year Semester 1 – Mentor/Employer Meeting

Introductions – Apprenticeship Team



Introductions – Academic Team



[Alastair Blythe](#)
Assistant Head of
School



[Andrew Boughton](#)
Lecturer



[Helen Farrell](#)
Senior Lecturer



Deirdre Jackman
Skills Coach



[Ripin Kalra](#)
Senior Research
Fellow



[Dr. Krystallia
Kamvasinou](#)
Reader



[David Matthewson](#)
Senior Lecturer



[Luz Navarro](#)
Lecturer



[Johannes Novy](#)
Senior Lecturer



[John Somers](#)
Senior Lecturer



Christine Thorby
Skills Coach



[Giulio Verdini](#)
Reader

Key Contacts

John Somers (Apprenticeship Course Leader) j.somers@westminster.ac.uk

Contact for any course related matters; Academic support and advice.

Deirdre Jackman (d.jackman@westminster.ac.uk) and **Christine Thorby** (C.thorby@westminster.ac.uk)
Skills Coaches.

Contact for: Progress Reviews; Progression and progress of apprentices; OTJ logs and reflective journal advice; Apprenticeship process and its components.

Apprenticeship Team: Apprenticeships@westminster.ac.uk – All apprenticeship general enquiries

Your role as a Mentor

- Support your apprentice throughout the learner journey via regular meetings;
- Identify relevant Off the Job (OTJ) Training opportunities
- Skills Radar with the apprentice and monitoring progress;
- Attend progress reviews with the apprentice and the University
- Support the apprentice to prepare for End Point Assessment (EPA)
- Speak to the university about anything that changes: duties, promotion, leaving the company
- Keep apprentices safe

See mentor handbook for further information

Your role as a Mentor – Skills Radar

Skills Radar:

Level 7 Chartered Town Planner ▼

Goal

Learner assessment

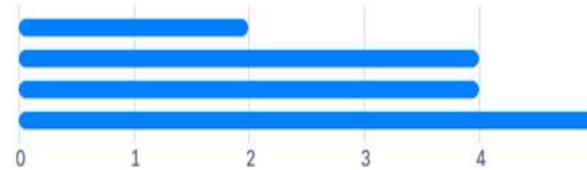


Show History

1

Planning history and theory, the influences of the UK Industrial Revolution, the 1909, 1919 and 1949 planning acts, and models (Garden City, Radiant City, Subsidised housing, 1949 Act). Knowledge of the UK Planning system and the requirements for referral to key stakeholders and the process of gaining planning consent and developing a Local Plan. A knowledge of key legislation, government policy and guidance that influences development and planning, including neighbourhood planning.

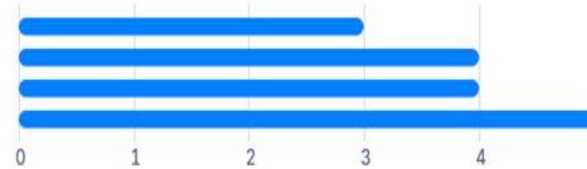
No Goal Set



2

The plan-led system and the use of/application of the local plan, case law, accompanying planning legislation and material considerations to inform planning judgements. The regulatory requirements of the tests of soundness for local plan making and the differences between Development Plans and neighbourhood plans. An awareness of development management processes and mechanisms (eg planning applications, permissions, permitted development, amended plans, enforcement and appeals etc).

No Goal Set



3

Ethics and values in decision making within democratic processes. An understanding of when to consult stakeholders as per legal requirements and the role of councillors, consultees, parish councils, Statutory bodies, members of the public, developers, and interest groups. An understanding of how interested parties are involved and

No Goal Set



5 An excellent level of knowledge or experience with the ability to critically discuss, converse and debate the specified theories, policy and practice of planning for the built and natural environment

5

4 A high level of knowledge or experience with the ability to critically discuss, converse and debate the specified theories, policy and practice of planning for the built and natural environment

4

3 A Moderate - good amount of knowledge or experience of planning theories and practice as specified and an ability to discuss and explain all of the specified theories, policies and practice

3

Apprenticeship Off The Job

- An apprentice is required to log 20% of a 30-hour week as OTJ activity (even where an apprentice works more than 30 hours).
- OTJ must be:
 - New learning
 - Completed within their working hours
 - Relate directly to the KSBs
- OTJ is a requirement of funding: failure to keep up to date with their OTJ within a 4 week window could jeopardise their place on the Apprenticeship
- You will receive communications if your apprentice is not uploading their OTJ logs.

Progress Reviews

- Progress reviews are meetings which involve:
 - The apprentice
 - Their workplace mentor
 - A representative of the training provider (Skills Coach)
- They should take place a minimum of every 12 weeks – at least 4 times per year
- Take place all year round – not just in term time
- Apprentices need to prepare for the review meetings. Reviews on Aptem are now open 14 days prior to the review taking place for mentors and apprentices to pre-populate in preparation for the review.

Progress Reviews

Purpose: monitor the apprentice's progress and identify any issues

- Reviews should cover:
 - Progress towards attaining the KSBs in the apprenticeship
 - Review OTJ relevant to the KSBs of the apprenticeship
 - English and Maths qualifications (where required) and/or the professional progression of English and Maths
 - Obtaining any other mandatory qualifications (where relevant)
 - Preparation towards End Point Assessment (EPA)
 - Further support needed by the apprentice to progress
 - Setting SMART targets for the next 12 weeks for the apprentice to ensure their progress on the apprenticeship
-
- Reviews should be documented on OneFile / Aptem and signed by the mentor, apprentice and University
 - Progress Reviews are a mandatory component: failure to attend reviews can put funding at risk

Changes to Circumstances

- Apprentices/mentors must inform the Apprenticeships Team immediately if there is a change to their circumstances, such as:
 - A change in their line manager / mentor
 - A change in their employer BEFORE they leave their current employer
 - A change to their job role and/or responsibilities
 - Being signed off work because they are unwell (MC claims)
 - Parental leave
 - Not being able to attend University for longer than 2 weeks (outside of annual leave)
 - Leaving their work place and withdrawing from the programme (if they get a new job or are made redundant)
- Contact us: apprenticeships@westminster.ac.uk

Knowledge, Skills & Behaviours

Knowledge – understanding how something should be done (K1-8)

- Industry knowledge such as understanding planning frameworks or tools

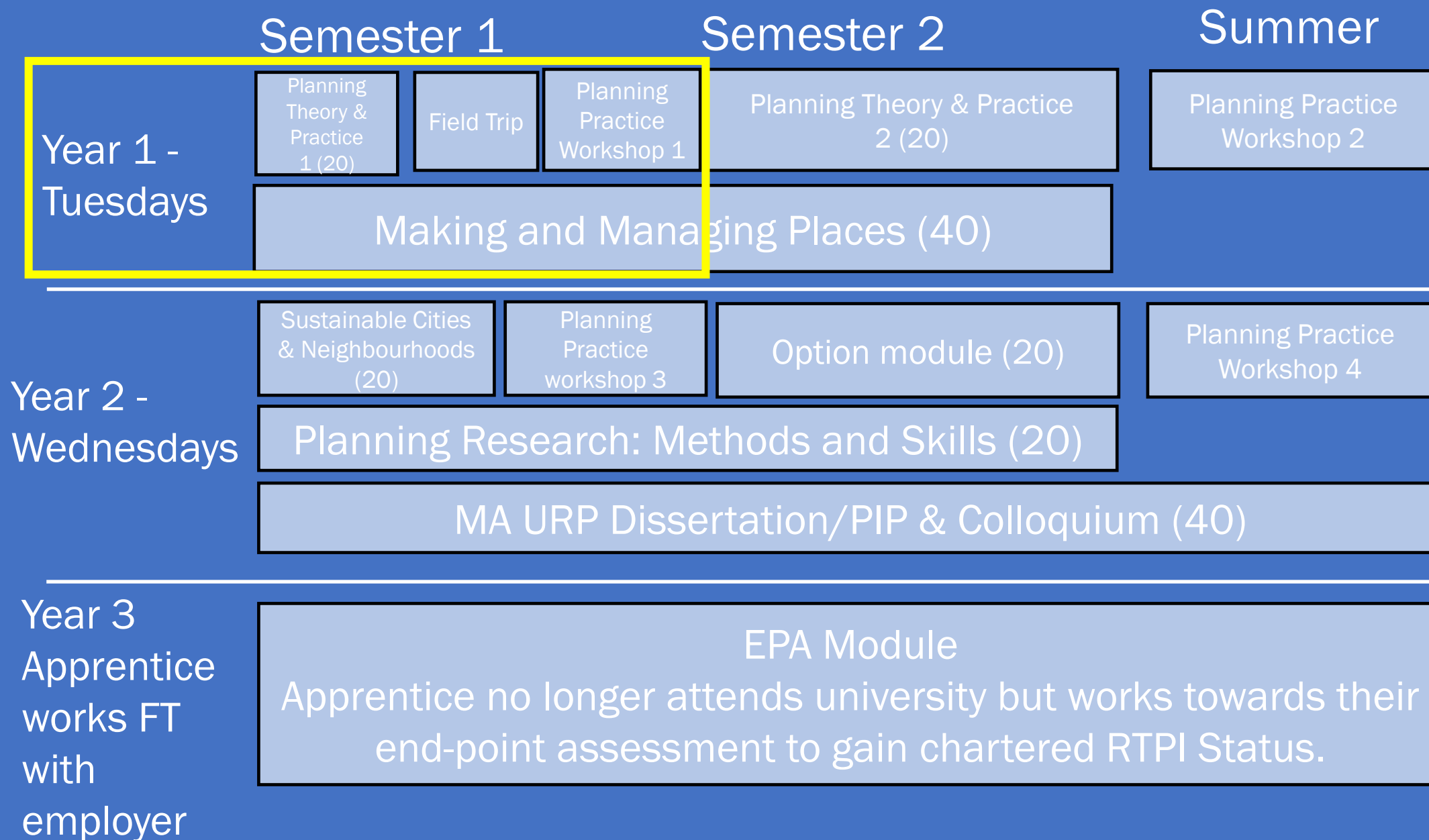
Skills - applying the knowledge to an activity (S1-8)

- Technical skills relevant to your field such as applying design principles
- Academic skills including research, critical thinking, and report writing
- Soft skills like communication, teamwork, and problem-solving
- Personal skills like time management, adaptability, and self-motivation

Behaviours – how the RTPI expect you to behave as a professional (B1-5)

- Personal and professional values such as responsibility and integrity

Course diagram MA Apprenticeship



The Apprenticeship

- 2 years of Teaching (MA Degree) followed by a year working full-time with your employer (End Point Assessment) where the apprentice works towards full chartered status of the RTPI;
- EPA module in third year – The apprentice needs to submit all required documents to the EPA to pass the apprenticeship and gain an MA Degree;
- Apprentices still remain enrolled during the 3rd year and have access to university services even though they don't attend formally
- Skills coaches will still meet with you/apprentice during the 3rd year.

Teaching/learning schedule & format

1st year teaching period: Every Tuesday 12 weeks per semester,
Semester 1: September – December; Semester 2 January – April

Class format: primarily face-to-face; occasional online sessions via Blackboard (with advance notice)

Compulsory field trip:
Integrated into
Semester (Week 8)
10th – 14th November
2025

Week 6: No scheduled classes, time for groupwork, coursework catch-up, and research

Occasional additional activities may be organised

Professional Practice Workshops (mandatory for apprentices):

- *First workshop is an induction – Sept 9th*

Planning Theory and Practice 1

This module provides students with an advanced introduction to the theory and practice of urban planning. It provides an overview of key intellectual debates in and about planning theory and practice (both historical and contemporary), explores the current institutional, legal and policy framework of planning in the UK, and examines how theory informs practice and vice versa. There is also a focus on developing academic skills, including critical reading, thinking and writing.

Coursework 1: Essay Due 11th December 2025

Coursework 2: Exam between TBC (between 5-16th January 2026)

Making and Managing Places

This module is a practice based module that has been designed to develop knowledge of the principles of urban design, planning policy, financial appraisal and decision-taking (development management) including from the perspective of developers/applicants. Sessions will explore the wider context of the regulatory systems in terms of enforcement, law and the appeals system.

Coursework 1: Planning Development Brief Due 24th November 2025

Coursework 2: In-class test (Week 12) 9th December 2025

Field Trip

An attractive and challenging program aimed to develop field-based research skills; sharpen students' awareness of the context-boundedness of planning problems and responses; learn about new places & innovative practices in managing change in cities and regions; and provide a new perspective on planning issues back home!

- Occurs during Week 8: November 10th – 14th 2025;
- Compulsory for apprentices to attend;
- This year we will be going to Brussels and Ghent;

Coursework 1: Reflective Journal/video Due 14th January 2026

Planning Practice Week 1

An intensive week where apprentices are engaged in a number of lectures which are designed to complement core modules and go more in depth. Sessions include lectures from guest speakers, as well as more in depth planning skills, and experience with apprenticeship requirements.

- Occurs outside of semester: September 9th 2025
- Compulsory for apprentices to attend;
- 1st session was an apprentice induction;

Coursework 1: Reflective Journal, Due 30th October 2025

Coursework 2: Reflective Journal, Due 8th January 2026

Updates: The Apprenticeship Course

- Due to the government's removal of Level 7 apprenticeships for persons 22 years and over, the university has decided to close the course down with 25/26 the last intake;
- Apprentices will still be supported throughout the degree over the next 3 years;
- The regular town planning MA FT and PT Degree will continue,
- We await to hear from the government around next steps regarding funding and such eg Pathways for Planning; RTPI in discussions around further funding.

Thank you

Questions/Comments