

# Town Planning Assistant Apprenticeship Level 4

21 month programme



This apprenticeship supports those working in planning roles across local authorities, consultancies and government. Town Planning Assistants play a key part in shaping sustainable places by researching sites, preparing planning documents, checking compliance, and helping the public and clients understand the planning process.

The role is varied and collaborative, involving both office-based tasks and site visits alongside specialists across the built-environment sector.

Our apprentices learn from experienced practitioners who bring real industry insight and practical coaching, helping learners build confidence and develop the skills needed to contribute effectively to planning teams.

This apprenticeship is designed for people beginning their career in town planning, whether moving from related roles or entering the sector for the first time. It suits those working in local authorities, consultancies, government teams or organisations involved in development and place-making.

By the end of the apprenticeship, the apprentice will be able to interpret planning policy and legislation, produce clear reports to inform planning decisions, use relevant mapping and digital tools, engage effectively with communities and stakeholders, manage their workload professionally and ethically and contribute to coordinated project delivery within multidisciplinary teams.

Typical job titles include: Assistant Town Planner, Enforcement Assistant, Planning Assistant, Planning Support Officer, Planning Technician, Technical Support Officer, Town Planning Assistant and Town Planning Technician.

Completion of the apprenticeship supports professional recognition with the Royal Town Planning Institute (RTPI) at Associate level.



*This is such an amazing opportunity and I would like to thank you, my coaches, and my tutor for believing in me. JGA has been nothing but supportive and encouraging of my apprenticeship journey and I do feel that I have grown so much both professionally and personally.*

**Communications Apprentice**



Interested in the Town Planning Assistant apprenticeship?  
**Get in touch.**

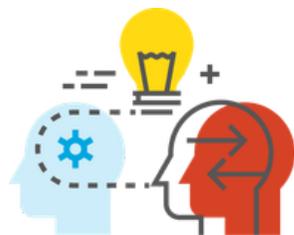
Scan the QR code or contact the team via  
sales@jga-group.co.uk or 020 8426 2666



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- ✓ Regular interactive seminars
- ✓ Regular coaching by an experienced town planning practitioner
- ✓ Comprehensive support for both apprentices and line managers
- ✓ Resources provided for mental health and well-being
- ✓ Support from neurodiversity specialist



## MODULE ONE →

### Introduction to town planning

- Introduction to town planning, including definition, function, and value of the planning process
- Key concepts and terminology used in town planning
- The learner's organisation's values, goals and key challenges in planning – exploring how their roles relate to their organisation

## MODULE TWO →

### Personal and professional development

- Health and safety responsibilities in the workplace and on-site
- Different team types, working styles & impact on others
- Organisational expectations – how to achieve and exceed them
- PDPs – their importance and how to create one based on learning and behavioural styles
- Managing and processing own caseload – use of prioritisation and scheduling
- Preparation for site work

## MODULE THREE →

### Project management

- Town and country planning act – regulations, policy & guidance
- Implications of case law for planning applications and statutory plan-making
- Conditions, appeals, and enforcement
- Monitoring compliance and planning appeals

## MODULE FOUR →

### National and local policy considerations

- Statutory considerations and best practice
- Role of environmental procedures, sustainability, conservation, and design
- Wider decision-making and political context in which planners work



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## MODULE FIVE →

### Stakeholders and engagement

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- Identifying the range of organisations involved in the planning process
- Stakeholders – identification and engagement methods and techniques
- Working with stakeholders and interest groups
- Consultation and engagement planning and best practices
- Effective communication
- Appropriate use of social media

## MODULE SIX →

### Understanding mapping and data in planning support

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- Understanding and using results from consultations and other data sources
- Tools and techniques for analysis
- How to gather and use feedback
- Taking and recording meeting notes
- Data handling and storage
- Use of case management systems to support the planning process
- Checking planning documentation

## MODULE SEVEN →

### Project management

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- Overview of project management principles, methodologies and tools
- Negotiation factors and methods – the key components of a project plan

## MODULE EIGHT →

### Casework

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- Preparation
- Assessing the site
- Interpretation
- Stakeholders
- Making evidence – based recommendations
- Report writing – how to convey information that is clear and appropriate
- Effective communication – internal and external presentation preparation and delivery

## ASSESSMENT

### End point assessment

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- Multiple choice knowledge test
- Professional discussion underpinned by a portfolio
- Work-based project with report