

Town Planning Assistant Apprenticeship

19 month programme | Level 4



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.

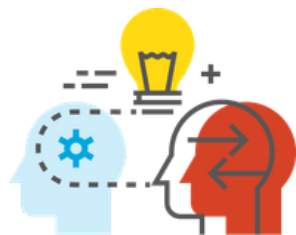
Scan the QR code or contact the team via
sales@jga-group.co.uk or 020 8426 2666



Town Planning Assistant

Course structure

- ✓ 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



INTRODUCTION →

Induction and introduction to town planning

- Introduction to Town Planning, including definition, function, and value of the planning process
- The learner's organisation's values, goals, and key challenges in Planning – exploring how their roles relate to their organisation.

MODULE →

Professional practice and safe working

- Maintaining professional and ethical standards
- Developing self
- Supporting Chartered Town Planners in delivering projects effectively
- Following health and safety requirements during office and site work
- Working effectively

MODULE →

Research, data collection and site appraisal

- Researching and compiling site history
- Collecting current and historic data on sites and wider areas
- Undertaking initial site analysis
- Assessing development context, scale and constraints
- Taking site notes and photographs

MODULE →

Planning policy, legislation and compliance

- Interpreting planning legislation, policy and guidance
- Checking proposals against local and national policy
- Reviewing case law implications; assessing environmental designations and technical constraints
- Monitoring compliance with authorised and unauthorised development



Town Planning Assistant

Course structure (2)

MODULE →	MODULE →	MODULE →	MODULE →	ASSESSMENT
Stakeholder, public and community engagement <hr/> <ul style="list-style-type: none">• Assisting with community engagement and consultation• Providing planning information to clients, members of the public and councillors• Responding to requests for technical information• Working with internal and external consultees and multidisciplinary professionals	Project delivery – tools and techniques <hr/> <ul style="list-style-type: none">• Working to deadlines, milestones and project requirements• Organising and prioritising tasks• Project management principles, methodologies and tools• Negotiation factors and methods• The key components of a project plan	Development management and casework support <hr/> <ul style="list-style-type: none">• Supporting the processing of planning applications• Managing a supervised caseload• Assisting with development management processes• Helping prepare information for appeals, conditions and enforcement work• Supporting project delivery for planning casework• Working effectively as part of a team	Documentation, reports and graphic communication <hr/> <ul style="list-style-type: none">• Preparing planning documentation• Producing written summaries and draft reports• Presenting baseline analysis• Creating graphical representations• Preparing and analysing maps• Supporting the communication of technical planning information clearly	End point assessment <hr/> <ul style="list-style-type: none">• Multiple choice knowledge test• Professional discussion underpinned by a portfolio• Work-based project with report