

# TPP GUIDANCE NOTES FOR CANDIDATES

**Appendix 1:**

**Technical and Management Skill Unit Competence Definitions**

**Technical Skill Units: Competence Definitions**

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| **Policies and Regulations** Units A1, A2 and A3 are about the key frameworks within which Transport Planners work, and which they need to understand. |
| **A1 The Policy Context**This unit covers the policy and administrative framework within which transport schemes are developed, financed, assessed, monitored and reviewed. The Reviewers might seek to assess your competence in: * planning transport projects in line with current national, regional and local policies, assessing the impact of these policies on transport policies, plans, projects and services.
* contributing to the development of financing arrangements for transport schemes including the identification of appropriate types of finance.
* contributing to the development or assessment of transport policy relating to local, regional or national transport.
* monitoring and reviewing the performance of transport projects in the context of national, regional and local policies, including:
* assessing their performance relative to the appropriate policy framework;
* identifying possible and emerging policies that might impact on them.
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| **A2 Laws and Regulations** This unit covers the framework of laws, regulations and guidance within which transport planners work. The Reviewers might seek to assess your competence in:* equality and disability discrimination laws and regulations
* health and safety laws and regulations
* regulatory transport requirements
* environmental impact regulations
* planning laws and regulations

in planning and designing transport policies, plans, projects and services, taking note of best practice. |

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| **Tools and Techniques** Units A3, A4, A5 and A6 relate to data, modelling and assessment in the development and assessment of transport policies, plans, projects and services. |
| **A3 Data**This unit covers the collection, retrieval, analysis and interpretation of data for use in the development and assessment of transport policies, plans, projects and services. The Reviewers might seek to assess your competence in: * using existing sources of data, including the identification, assessment, extraction, analysis and interpretation of relevant existing data sets;
* managing traffic and transport surveys, including designing and undertaking the surveys and initial processing of the data, to provide a clean data set ready for use;
* analysing, interpreting and reporting transport survey data, including selection of appropriate software and the assessment of data quality and accuracy relative to its intended application.
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| **A4 Transport Models and Forecasting**This unit covers the use of traffic and transport models and related analysis techniques in the development, design and assessment of transport policies, plans and schemes. The Reviewers might seek to assess your competence in: * specifying, calibrating/estimating, validating traffic and transport models (including trip-end, distribution and modal choice modelling) and using them in the preparation of forecasts;
	+ specifying and applying transport analysis techniques, such as qualitative and quantitative consumer and travel behaviour research (including stated and revealed preference), cross-sectional and longitudinal analyses, GIS and spatial analyses and accessibility analysis.
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| **A5 Appraisal and evaluation**This unit covers the use of assessment techniques in the evaluation of transport policies, plans and schemes:* selecting, specifying and applying appropriate assessment techniques, including those relating to economic, safety, environmental, sustainability and financial impacts;
* specifying approaches for determining robust targets against which the effectiveness and impacts of policies, plans and schemes can be monitored following implementation, and the implementation and analysis of monitoring programmes.

It is essential that candidates can demonstrate experience in cost benefit analyses, including the standard procedures that apply in the country in which they normally work. |
| **A6 Stakeholder engagement**This unit covers the engagement of the community and stakeholders in the development of transport policies, plans, projects and services and includes engaging with those involved and the media. The Reviewers might seek to assess your competence in:* selecting suitable techniques for programmes for community involvement in proposals for transport policies, plans, projects and services;
* planning and implementing community involvement programmes;
* planning and managing stakeholder engagement programmes to obtain the views of stakeholders on transport needs and wishes, and on proposals for transport policies, plans, projects and services;
* planning and managing carrying out public consultation to obtain the views on transport needs and wishes, and on proposals for transport policies, plans, projects and services.
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| **Design**Units A7 and A8 relate to the application of transport planning expertise in the preparation of transport plans and the principles underlying the design of transport schemes. |
| **A7 Developing strategic and master plans for transport**This unit covers the development of transport plans for the medium to longer term. The Reviewers might seek to assess your competence in:* recognising the need to achieve the desired contribution to economic, social and environmental sustainability, locally and nationally;
* determining the resources required for the implementation of plans;
* preparing appropriate implementation programmes;
* liaising with relevant organizations, taking account of their views and interests.
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| **A8 Applying the principles of transport systems design** This unit covers the principal characteristics of transport systems and their relationship with integrated transport, accessibility, security, and health and safety, taking account of:* the needs and wishes of the users, and of other interested parties;
* their potential and desired contribution to achieving economic, social and environmental sustainability, locally and nationally;
* planning and designing transport systems to feasibility study level;
* planning and designing for integrated transport to provide for ready interchange between different modes or systems to provide efficient transport services for people and goods;
* planning and designing for accessible and secure transport to ensure that transport systems are readily accessible and are perceived to provide a high level of personal security;
* the delivery of transport schemes, from initial concept through to operation.

The principal types or aspects of transport systems in relation to which the appropriate competence level can be demonstrated include: |
| * highways
* streetscape design
* traffic management, calming and control
* road safety
* traffic and parking information systems
* cycling
* walking (pedestrians)
* parking
* taxis
 | * buses
* intermediate public transport
* voluntary and community transport
* light rail
* rail
* airports
* freight traffic and distribution
* ports
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| **Operations**Units A9 and A10 relate to the role of transport planners in the operational management of transport systems. |
| **A9 Travel Planning** This unit covers the identification and promotion of sustainable travel options and promoting them to individual transport users to improve economic, social and environmental sustainability. The Reviewers might seek to assess your competence in: * planning, designing and implementing travel awareness, travel planning and behaviour management programmes to increase travel awareness and to achieve change in travel behaviour;
* preparing and implementing marketing and travel information for travel planning programmes, including travel marketing and information campaigns that form a part of a travel planning programme.
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| **A10 Commercial and operational management of transport systems**This unit covers the operational and commercial management of transport systems and services, including specific elements of system and services: * developing system or service management schemes for transport;
* determining the statutory and advisory requirements relating to the system or service management schemes;
* determining the resources required for the implementation and the continuing operation of system or service management schemes for transport;
* identifying and engaging with interested parties and allow for their views and interests in system or service management schemes for transport.

The principal types of transport application in relation to which the appropriate competence level can be demonstrated include:  |
| * pedestrian and cycle routes and networks
* area-wide traffic and environmental management
* traffic control systems
* traffic and parking information systems
* transport safety
* road user charging/user toll systems
* area-wide on-street parking
* bus network and service design
* bus operations
 | * bus location and arrival time systems
* public transport fares and ticketing systems
* voluntary and community transport
* rail operations
* transport information systems
* aviation operations
* road freight distribution systems
* inter modal freight systems
* logistics systems
* enforcement systems
* maintenance and asset management systems
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**Section B**

**Management Skill Units: Competence Definitions**

**Unit B1 Professional Leadership**

Candidates need to demonstrate **Proficiency** in the following

* Planning, negotiating, resourcing and securing agreement to the development of a project, using appropriate contractual arrangements where necessary.
* Planning, budgeting, organising, directing and monitoring tasks and resources that contribute to the delivery of a project. Planning and taking corrective action when the need arises.
* Exercising leadership over the contributions of other technical staff.
* Identifying the training needs of others; helping to develop and review the training plans for subordinates.
* Contributing to the implementation of quality systems, and helping to gain the acceptance of subordinates to them.
* Helping to develop working practices that promote safety, and securing the compliance of subordinates.
* Understanding how continuous improvement in service delivery can be secured, and implementing measures to help bring this about.
* Being aware of the implications of the management imperatives and systems of the organisation, and being able to apply these in the team environment.
* Understanding the ingredients of effective teams, applying and monitoring some measures in the workplace that improve performance.

 **Unit B2 Interpersonal Skills**

 Candidates need to demonstrate **Proficiency** in the following

* Communicating fluently in written and oral expression with a wide range of other people, in English
* Participating in focussed discussions about technical matters
* Preparing and presenting technical reports to senior personnel and to the public
* Presenting, listening to and discussing ideas using a range of communication methods
* Understanding the principles of client and customer care
* Understanding negotiating skills and having experience of their application
* Being able to resolve conflict in the workplace
* Understanding the motivation of others, and the factors that influence your own performance
* Being able to counsel others in a sensitive manner
* Playing an active part in building and maintaining an effective team environment
* Identifying collective goals and responsibilities
* Issuing clear and accurate instructions to subordinates.

**Unit B3 Personal Commitment to Professional Standards**

Candidates need to demonstrate **Proficiency** in the following

* Understanding and complying with professional Codes of Conduct.
* Working constructively within all relevant legislative and regulatory formworks, including social and employment legislation.