

**TPP GUIDANCE NOTES FOR CANDIDATES**

**Section 1**

**Overview and General Guidance**

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1. **General Guidance: Introduction**

1.1 The Transport Planning Professional (TPP) qualification provides professional recognition for transport planners of a quality and standing equivalent to Chartered qualifications. It is awarded by the Chartered Institution of Highways and Transportation (CIHT) and the Transport Planning Society (TPS). You must be a member of the CIHT and/or the TPS to apply for the TPP qualification.

1.2 In order to be awarded the qualification, candidates are required to submit evidence of their:

* underlying knowledge of transport planning principles;
* professional competence across a broad range of technical transport planning and management skills;
* commitment to professional development.

1. **Competence**

2.1 There are four levels of professional competence which are applicable to the technical and management skills that underpin the TPP qualification. These are:

* **Awareness**: a general understanding of a particular area, including its role within transport planning practice.
* **Knowledge**: a deeper understanding of the techniques and technologies involved and their application.
* **Experience**: an ability to carry out work under supervision, with the underpinning knowledge.
* **Proficiency**:an ability to carry out work without supervision and to supervise others, based on both experience and the underpinning knowledge.

2.2 Details of the competencies covered by each of the Technical and Management Skill Units are contained in **Appendix 1**.

1. **Routes**

3.1 There are two routes available for submitting the evidence required to obtain the TPP qualification: the Standard Route and the Senior Route. The diagram below will help you identify which route you should follow.

**TPP Routes Flow Diagram**

CIHT or TPS Member?

Join CIHT or TPS

Hold an Approved UK Transport Masters degree?

**Senior Route**

Senior Management role and Extensive Experience?

**Portfolio of Evidence & Professional Review**

**No**

**Yes**

**No**

**Yes**

**Yes**

**No**

Hold a UK honours degree or equivalent?

**Yes**

**No**

**Technical Report**

Completed an Approved graduate training scheme?

**Yes**

**No**

**Portfolio of Technical Knowledge**

**When approved**

**Standard Route**

**3.2 Standard Route**

You are a practising transport planner able to demonstrate a broad range of Experience, as well as Proficiency in selected Skills. It is likely you will have at least five years of dedicated transport planning experience. As illustrated in the Routes Flow Diagram, you will have:

* a UK Honours degree or equivalent and have completed an approved graduate training scheme**\***, **or**
* an approved Transport Planning Master’s degree**\***, **or**
* a UK Honours degree or equivalent and have successfully submitted a Portfolio of Technical Knowledge, **or**
* successfully submitted a Technical Report.

***\*****Details of approved graduate training schemes and approved Masters programmes can be found on the TPP website* [*www.tpprofessional.org*](http://www.tpprofessional.org)

You will prepare and submit a Portfolio of Evidence and attend a Professional Review interview. Information on the professional review process is provided in **Section 2** of these Guidance Notes.

3.3 Portfolio of Technical Knowledge (PTK)

The purpose of a PTK is to demonstrate that you have the required underpinning Knowledge of transport planning processes to follow subsequent stages of the Standard Route. Information on preparing a PTK submission is provided in **Section 3**. The evidence contained in a PTK is likely to contribute significantly to a subsequent Portfolio of Evidence.

3.4 Technical Report

The purpose of a Technical Report is to provide evidence of work-based learning to demonstrate that you have the underpinning Knowledge of transport planning processes necessary to follow subsequent stages of the Standard Route. Information on preparing a Technical Report submission is provided in **Section 4**. As with the PTK, the evidence contained in the Technical Report is likely to contribute significantly to a subsequent Portfolio of Evidence.

**3.5 Senior Route**

You hold, or have held, a senior management position within transport planning, and are able to demonstrate Experience and Proficiency in more of the Technical Skills than required by the Standard Route. You will have made a significant contribution to the transport planning profession. You will also be committed to the professional development of other staff and be willing to fulfil the role of a TPP mentor.

You will prepare and submit appropriate evidence for assessment by the Professional Standards Committee. Further details are provided in **Section 5**.

1. **Technical Skill Units**

4.1 In your submission you will provide evidence of your levels of competence across the Technical Skill Units. The requirements of the Standard and Senior Routes are detailed in **Section 2** and **Section 5** respectively. There are six Core Technical Units (A1 to A6) and four Additional Units (A7 to A10), as set out below:

**Policies and Regulations**:

A1 The policy context

A2 Laws and regulations

**Tools and Techniques**

A3 Data

A4 Transport models and forecasting

A5 Appraisal and evaluation

A6 Stakeholder engagement

**Design**

A7 Developing strategic and master plans for transport

A8 Applying the principles of transport systems design

**Operations**

A9 Travel Planning

A10 The commercial and operational management of transport systems.

1. **Management Skill Units**

5.1 There are three Management Skill Units. You are required to demonstrate Proficiency in all three Units:

B1 Professional leadership

B2 Interpersonal skills

B3 Commitment and professional conduct

1. **Additional information and Requirements**

6.1It is recognised that there are formal and informal differences in policy and/or practice between different countries. Competence should therefore be demonstrated in the context of the country within which you usually work. Whilst experience gained outside the UK and the Republic of Ireland can be included, the primary requirement is to demonstrate competence in a UK or Republic of Ireland context.

6.2 It is important that your evidence demonstrates competence across modes. A professional transport planner must understand, and be able to operate within, a multi-modal context.

6.3 Unsuccessful candidates have a right of appeal. The appeals procedure can be found in **Appendix 3**.

1. **Continuing Professional Development**

7.1 As part of your submission you must provide a Continuing Professional Development (CPD) record for at least two years prior to the year during which you make your submission (a Word version of the CPD record template is available from [education@ciht.org.uk](mailto:education@ciht.org.uk)).

1. **Finding a mentor**

8.1When preparing for each stage of the TPP qualification process, you are strongly advised to seek support and guidance from a mentor. If you are unable to identify a suitable mentor within your organisation, please contact [education@ciht.org.uk](mailto:education@ciht.org.uk) for assistance.

1. **Submission dates and fees**

9.1Details of submission dates can be found on the TPP website ([www.tpprofessional.org](http://www.tpprofessional.org)). In summary:

**Senior Route** **s**ubmissions are considered twice a year.

**Standard Route** **Portfolio of Evidence** submissions must be made by the dates provided on the web site. Submissions are considered twice a year.

**Professional Review interviews** are held in May and November each year. You will normally be advised of the outcome within eight weeks of the date of your interview.

**Portfolios of Technical Knowledge** and **Technical Reports** can be submitted at any time. You will normally be advised of the outcome within eight weeks of receipt of your submission.

9.2 TPP fees are up-dated each year and can be found on the website. In order to retain your TPP qualification, once awarded, you must continue to pay your annual membership fee and registration fee.

1. **On-going Registration Requirements**

10.1 TPP holders are required to keep their professional skills up to date by undertaking at least 25 hours of CPD a year and conforming with the Professional Conduct requirements of either CIHT or TPS. Copies of the CIHT and TPS documents on CPD and Professional Conduct are available at [www.tpprofessional.org](http://www.tpprofessional.org)

10.2 Anyone with the TPP qualification who is planning a career break should advise the TPP administration team at CIHT in advance of taking the break. During the break they are not permitted to work professionally using the TPP qualification. On completing the break, they are required to undertake sufficient CPD to satisfy the TPP Professional Standards Committee that their core transport planning skills remain up to date.

1. **Further information**

11.1For advice about the TPP qualification process, please contact:

Education & Membership Manager

CIHT

119 Britannia Walk

London N1 7JE

t: +44 (0)20 7336 1579

e: [education@ciht.org.uk](mailto:education@ciht.org.uk)