



TransportPlanningSociety



**GUIDANCE AND APPLICATION TEMPLATE
FOR
SENIOR ROUTE CANDIDATES**

April 2010



1 Introduction

- 1.1 The Transport Planning Professional (TPP) qualification has been developed by the Chartered Institution of Highways and Transportation (CIHT) and the Transport Planning Society (TPS). It is based on the National Occupational Standards (NOS) for Transport Planning developed by GoSkills and TPS. The qualification has been designed to provide professional recognition for transport planners at a level that equates to that of Chartered Engineer.
- 1.2 The qualification is managed by the TPP Professional Standards Committee, a joint CIHT and TPS body, and is administered by CIHT on behalf of both organisations.
- 1.3 An overview of the qualification, of the requirements that need to be satisfied and of the routes open to those wishing to achieve it are set out in “The Transport Planning Professional Qualification, Overview, Requirements and Routes”, available at www.tpprofessional.org
- 1.4 The qualification is also based on four levels of professional competence
 - **Awareness:** a general understanding of a particular area, including an appreciation of its relevance.
 - **Knowledge:** an understanding of how a requirement can be satisfied, in addition to a general awareness.
 - **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.
- 1.5 The standard route for candidates requires them to submit a Portfolio of Experience and then participate in a Professional Review. However, an alternative route, the Senior Route, has been created for transport planners with considerable experience and a senior position within their organisation.

2 Senior Route Requirements

- 2.1 Senior Route candidates must:
 - be full members of CIHT or TPS. Candidates who are TPS members need to apply to TPS for Designated Membership of the Society at the same time as submitting their application.
 - demonstrate extensive experience as a project manager or director across a range of transport planning skills
 - demonstrate extensive experience as a project manager or director across a range of transport modes, and in a range of policy and planning contexts
 - have made a substantial contribution to the transport planning profession over their career to date.



Guidance for Senior Route Candidates

- be in a senior management position with responsibility for a team of transport planners, and the direction of a variety of transport planning projects
- contribute to the professional development of transport planning staff, and commit to working as a TPP mentor.

3 The Section A Technical Competences

3.1 TPP candidates must be able to demonstrate that they have the technical knowledge that underlies their work,

3.2 These Section A, Technical, skills are defined in ten Units, in four groups:

Policies and Regulations:

A1 The policy context

A2 Laws and regulations

Tools and Techniques

A3 Data

A4 Transport models and forecasting

A5 Assessment

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.

3.3 Units A1 to A6 are described as the Mandatory Set and candidates applying by the Senior Route need to demonstrate a broad range of Experience in each of these units and Proficiency in A3, Data, as well as at least two other Mandatory units.

3.3 Units A7 to A10 are described as the Choice Set, and candidates applying by the Senior Route need to demonstrate Proficiency in at least one of these units and Experience in one other.

3.4 In addition they should be able to demonstrate Proficiency in two other units, whether Mandatory or Choice.

3.5 Thus, the total requirement is for a total of

- Proficiency in six units, including at least three from the Mandatory set (of which one must be A3, Data) and one from the Choice Set
- Experience in all Mandatory units for which Proficiency is not Mandatory or which have not been selected as a Proficiency unit
- Experience in at least one Choice Set unit that has not been selected as a Proficiency unit

3.6 The full definition of the Section A, Technical, Experience and Proficiency requirements is included in Appendix A.



Guidance for Senior Route Candidates

- 3.7 One important requirement is that competence must be demonstrated across modes, since a professional transport planner should be able to work in different modal contexts and, particularly, in multi-modal contexts.
- 3.8 Where there are formal differences in policy and/or practice between the four UK countries due to devolution, competence should be demonstrated in the context of the country in which the candidate usually works. Whilst experience from outside the UK can be included, the primary requirement is to demonstrate competence in a UK context.

4 The Section B Management Competences

- 4.1 There are three Management, or Generic, units in each of which all TPP candidates, including those applying by the Senior Route, are required to demonstrate Proficiency. These are:
- B1 Professional leadership
 - B2 Interpersonal skills
 - B3 Commitment and professional conduct
- 4.2 The full definition of the Section B, Management units is included in Appendix B.

5 Completing the Senior Route application

- 5.1 Candidates must submit
- a completed Senior Route application form (Appendix C)
 - two completed Sponsor Authentication forms, providing support for their application by professional transport planners in a senior position vouching for the breadth and depth of the candidate's experience, their management competence and that they hold a senior position. (Appendix C)
 - a copy of their full CV, with each item of experienced numbered sequentially
 - a completed Senior Route template cross referenced to the CV, by item numbered on their CV. (Appendix C)
 - a record of the Continuing Professional Development (CPD) they have undertaken over the two years preceding their application (Appendix C).
 - their Senior Route fee.
- 5.2 The Sponsor Authentication forms should be completed by each of two professional transport planners who able to make the statement
- I confirm that, based on my personal knowledge of the candidate and their work, they have considerable depth and breadth of experience in transport planning, they are working at a senior management level, managing a transport planning team, directing a range of transport planning projects across the modes, and contributing to the transport planning profession.*
- 5.3 The CV and template must demonstrate that the candidate satisfies the full set of requirements described in para 2.1 above.
- 5.4 Each of the thirteen rows on the Senior Route Competence Record forms, i.e. one for every Section A and Section B unit, must be completed to demonstrate the depth and breadth of the candidate's competence. As the application must reflect



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the candidate's full range of experience, this is likely to include examples from earlier in their career as well as experience gained more recently.

- 5.5 It is essential that the submission details work undertaken by the candidate personally. It should not include any work undertaken by their organisation (or previous employers) in which they have not been personally involved.
- 5.6 A checklist for the application is included as Appendix D.

6 The Assessment of Applications

- 6.1 Each application is assessed independently by three members of the TPP Professional Standards Committee. Their recommendations are considered by the Committee at its next possible meeting, when a decision will be made. That decision could be
- to award the qualification.
 - to require the candidate to provide further information, pending a final decision by the Committee.
 - that the candidate has not satisfied the requirements for award of the qualification by the Senior Route, but may be able to demonstrate the required competence levels through attendance at a Professional Review interview. In such circumstances, the candidate will be given the opportunity to prepare and submit a project report that complies with the requirements set out in the TPP Portfolio of Evidence document and to attend a Professional Review interview. They will not be required to submit a set of Portfolio of Evidence Competence Record Forms. In such cases, the decision making process will be the same as that for all Professional Review candidates.
 - that the candidate has not yet gained the breadth and/or depth of competence required to satisfy the requirements for award of the qualification, and that no award should be made. Such candidates will be given guidance on areas in which they need to gain experience. This might relate to any Knowledge, Experience and Proficiency competences. They will also be advised whether, in due course, they should resubmit through the Portfolio of Experience and Professional Review route or the Senior Route.
- 6.2 In all these decisions, the decision of the Professional Standards Committee is final.
- 6.3 Candidates are notified of the outcome of their review by letter, usually within six weeks of the relevant Professional Standards Committee meeting.

TPP Registration

- 6.4 The names of successful candidates are placed on a professional register, which is held by CIHT and TPS. In addition to their CIHT or TPS annual membership fee, successful TPP candidates are required to pay an annual registration fee.



7 Further information

7.1 Further information is available at www.tpprofessional.org

7.2 For advice contact:
Jennifer Rasteiro
Qualifications Manager
CIHT
119 Britannia Walk
London N1 7JE

education@ciht.org.uk

Tel: 020 7336 1579





Appendix A The Section A, Technical, Competences

Note: The Awareness and Knowledge requirements that underpin these Experience and Proficiency requirements are set out in 'The Transport Planning Professional Qualification, Overview, Requirements, and Routes', available at www.tpprofessional.org

Policies and Regulations

These requirements are about the key frameworks within which Transport Planners work, and which they need to understand.

A1 The Policy Context

Senior Route candidates are expected to demonstrate at least **Experience** in this set of requirements relating to the policy and administrative framework within which transport schemes are developed, financed, assessed, monitored and reviewed. They include:

- 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.

A2 Laws and Regulations

Senior Route candidates are expected to demonstrate at least **Experience** in this set of requirements relating to the framework of laws, regulations and guidance within which transport planners work. They include:

- 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.



Appendix A The Section A, Technical, Competences

Tools and Techniques

These requirements relate to data, modelling and assessment in the development and assessment of transport policies, plans, projects and services.

A3 Data

Senior Route candidates are expected to demonstrate **Proficiency** in this set of requirements relating to the collection, retrieval, analysis and interpretation of data for use in the development and assessment of transport policies, plans, projects and services:

- 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.

A4 Transport Models

Senior Route candidates are expected to demonstrate at least **Experience** in this set of requirements relating to the use of traffic and transport models and related analysis techniques in the development, design and assessment of transport policies, plans and schemes:

- specifying, calibrating/estimating, validating, applying traffic and transport models;
- 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.

Candidates should demonstrate a range of modelling experience, which should include the key modelling elements (trip-end modelling, distribution/destination choice modelling, modal choice modelling and network modelling), as well as local and strategic modelling.

A5 Assessment

Senior Route candidates are expected to demonstrate at least **Experience** in this set of requirements relating 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 county in which they normally work.



Appendix A The Section A, Technical, Competences

A6 Stakeholder engagement

Senior Route candidates are expected to demonstrate at least **Experience** in this set of requirements relating the engagement of the community and stakeholders in the development of transport policies, plans, projects and services. They include engaging with those involved and the media.

- 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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Appendix A The Section A, Technical, Competences

Design

These requirements relate to the application of transport planning expertise in the preparation of transport plans and the principles underlying the design of transport schemes.

Senior Route candidates are expected to demonstrate **Proficiency** in at least one of the four Units, A7, A8, A9 and A10, and **Experience** in at least one other

A7 Developing strategic and master plans for transport

This set of requirements relating the development of transport plans for the medium to longer term, including:

- 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.

A8 Applying the principles of transport systems design

This set of requirements relating 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 for which the required experience or proficiency can be demonstrated include:

- | | |
|---|-------------------------------------|
| • highways | • buses |
| • streetscape design | • intermediate public transport |
| • traffic management, calming and control | • voluntary and community transport |
| • road safety | • light rail |
| • traffic and parking information systems | • rail |
| • cycling | • airports |
| • walking (pedestrians) | • freight traffic and distribution |
| • parking | • ports. |
| • taxis | |



Appendix A The Section A, Technical, Competences

Operations

These requirements relate to the role of transport planners in the operational management of transport systems.

Senior Route candidates are expected to demonstrate **Proficiency** in at least one of the four Units, A7, A8, A9 and A10, and **Experience** in at least one other

A9 Travel Planning

This set of requirements relating to the identification and promotion of sustainable travel options and promoting them to individual transport users to improve economic, social and environmental sustainability. They include:

- 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.

A10 Commercial and operational management of transport systems

This set of requirements relating 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 applications in which the required experience or proficiency can be demonstrated include:

- | | |
|--|--|
| • pedestrian and cycle routes and networks | • bus location and arrival time systems |
| • area-wide traffic and environmental management | • public transport fares and ticketing systems |
| • traffic control systems | • voluntary and community transport |
| • traffic and parking information systems | • rail operations |
| • transport safety | • transport information systems |
| • road user charging/user toll systems | • aviation operations |
| • area-wide on-street parking | • road freight distribution systems |
| • bus network and service design | • inter modal freight systems |
| • bus operations | • logistics systems |
| | • enforcement systems |
| | • maintenance and asset management systems |





Appendix B

The Section B, Management, Competences

B1 Professional Leadership

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

- Plan, negotiate, resource and secure agreement to the development of a project, using appropriate contractual arrangements where necessary;
- Plan, budget, organise, direct and monitor tasks and resources that contribute to the delivery of a project and plan and take corrective action when the need arises;
- Exercise leadership over the contribution of other technical staff;
- Identify the training needs of others; help to develop and review the training plans for subordinates;
- Contribute to the implementation of quality systems and help gain the acceptance of subordinates to them;
- Help to develop working practices that promote safety and secure the compliance of subordinates;
- Understand how continuous improvement in service delivery can be secured and implement measures to help bring this about;
- Be aware of the implications of the management imperatives and systems of the organisation, and be able to apply these in the team environment;
- Understand the ingredients of effective teams apply and monitor some measures in the workplace that improve performance.

B2 Interpersonal Skills

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

- Communicate fluently in written and oral expression with a wide range of other people, in English;
- Participate in focussed discussions about technical matters;
- Prepare and present technical reports to senior personnel and to the public;
- Present, listen and discuss ideas using a range of communication methods;
- Understand the principles of client and customer care;
- Understand negotiation skills and have experience of their application;
- Be able to resolve conflict in the workplace;
- Understand the motivation of others and the factors that influence your own performance;
- Be able to counsel others in a sensitive manner;
- Play an active part in building and maintaining an effective team environment;
- Identify collective goals and responsibilities;
- Issue clear and accurate instructions to subordinates.

B3 Personal Commitment t Professional Standards

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

- Understand and comply with the professional Code of Conduct;
- Work constructively within all relevant legislation and regulatory formworks, including social and employment legislation;
- Understand and comply with all obligations of current health and safety legislation;
- Help to develop, manage and apply safe systems at work;
- Undertake technical work in a manner that complies with the codes of practice on risk and the environment;
- Undertake transport planning activities in a way that contributes to sustainability;
- Undertake and record professional development to a minimum of 25 hours a year, in accordance with a current Personal Development Plan covering the next two years, and monitor output;
- Participate in the affairs of the CIHT or TPS at national and/or regional level and encourage subordinates to become involved.





Senior Route Application Form

PERSONAL INFORMATION (Type or print in BLOCK CAPITALS)

Title:	Post nominal letters	
Forenames:	Surname:	
Date of Birth:		
Full Postal Address:		
Postcode		
Telephone:	Fax:	E-mail:
CIHT Membership No.	and/or TPS Membership No:	
Membership of other Professional Institutions:		
University degrees and other academic qualifications		
Employer's name:		
Employer's address:		
Postcode:		
Telephone:	Fax:	E-mail:
Job Title:		

PROFESSIONAL EXPERIENCE

Please attach

- A copy of your current CV, with individual items of experience numbered sequentially
- Two completed Sponsor's Authentication forms
- A complete set of thirteen Senior Route Competence Records, cross referenced to your CV
- A CPD record for the two year period prior to making this application
- The current Senior Route fee

IMPORTANT UNDERTAKING TO BE SIGNED BY THE CANDIDATE

I am willing to assist the TPP qualification process by acting as:

(Please tick)

- An Assessor
- A Reviewer
- A Mentor to employees in my organisation
- A Mentor to employees outside my organisation

I declare that the information submitted with this application form is, in every respect, complete and accurate.



SIGNATURE

DATE

DATA PROTECTION ACT (DPA) 1998: The above information is required in order to communicate with members and to fulfil the requirements of the Articles and By-laws. The CIHT is required by the DPA to ensure that such data is accurate and up to date and you are requested to inform the CIHT Director of Education and Membership of any changes. It is also a requirement of the Act that members resident outside the European Economic Area are informed that labels with their name and address are sent to relevant local representatives in order to distribute information.

The Transport Planning Society will have access to the information held by CIHT for management purposes but will not contact CIHT members directly. Similarly, CIHT will not contact TPS members for any reason that is not related to the Transport Planning Professional qualification.

Authorisation

I give my permission for CIHT to hold the information provided in this form on its database and agree to inform CIHT of any changes to this information in accordance with the Data Protection Act 1998. I note that both CIHT and TPS will have access to this information.

SIGNATURE _____

DATE _____

SEND TO: education@ciht.org.uk



Senior Route
Sponsor's Authentication of Candidate's Suitability

A copy of this form MUST be completed by each Sponsor.

Candidate's Name.....

Sponsor's Name (PRINT).....

Sponsor's Professional Qualifications

Sponsor's Address.....

.....

Postcode.....Tel No.....

E-Mail

Sponsor's Employer.....

Sponsor's Position in the Organisation.....

Sponsor's Employer's Address

.....

.....Postcode.....

I confirm that at the time, the working relationship between the candidate and me is/was as follows:

Working Relationship with Candidate

.....

.....

.....

I confirm that, based on my personal knowledge of the candidate and their work, they have considerable depth and breadth of experience in transport planning, they are working at a senior management level, managing a transport planning team, directing a range of transport planning projects across the modes, and contributing to the transport planning profession

Signed.....Date.....



Senior Route
Sponsor's Authentication of Candidate's Suitability

A copy of this form MUST be completed by each Sponsor.

Candidate's Name.....

Sponsor's Name (PRINT).....

Sponsor's Professional Qualifications

Sponsor's Address.....

.....

Postcode.....Tel No.....

E-Mail

Sponsor's Employer.....

Sponsor's Position in the Organisation.....

Sponsor's Employer's Address

.....

.....Postcode.....

I confirm that at the time, the working relationship between the candidate and me is/was as follows:

Working Relationship with Candidate

.....

.....

.....

I confirm that, based on my personal knowledge of the candidate and their work, they have considerable depth and breadth of experience in transport planning, they are working at a senior management level, managing a transport planning team, directing a range of transport planning projects across the modes, and contributing to the transport planning profession

Signed.....Date.....



NAME:

Section A, Technical, Requirements

	Subject	Description of Experience	Project Examples	CV Reference	Level of Responsibility
A1	Working within the policy context				
A2	Applying laws and regulations				
A3	Data				



	Subject	Description of Experience	Project Examples	CV Reference	Level of Responsibility
A4	Models				
A5	Assessment				
A6	Stakeholder engagement				



	Subject	Description of Experience	Project Examples	CV Reference	Level of Responsibility
A7	Developing strategic and master plans for transport				
A8	Applying the principles of transport systems design				
A9	Travel Planning				



	Subject	Description of Experience	Project Examples	CV Reference	Level of Responsibility
A10	The commercial and operational management of transport systems				



Section B, Management, Requirements

	Subject	Description of Experience	Project Examples	CV Reference	Level of Responsibility
B1	Professional leadership				
B2	Interpersonal skills				
B3	Commitment and professional conduct				

Signed.....

Dated.....

The Transport Planning Professional Qualification

CPD Record for Last Two Years



Please list all CPD activities you have undertaken during the past two years:





Senior Route Application Check List

Check	Item
	Completed Senior Route application form
	Two completed Sponsor's Authentication forms
	A full CV, with experience items numbered sequentially
	Ten completed Section A Competence Records, cross referenced to the CV
	Three completed Section B Competence Records, cross referenced to the CV
	A two year CPD record
	The application fee cheque
	If a member of TPS and not a member of CIHT, submitted application for TPS Designated membership to TPS