



TPP GUIDANCE NOTES FOR CANDIDATES

Note 1

Overview and General Guidance

March 2021



TPP Guidance Notes for Candidates

This is Guidance Note one of a series of guidance notes and appendices that explain the various routes to the TPP qualification and CTPP registration. The full set of notes comprises:

Note 1 Overview and General Guidance

Note 2 Portfolio of Evidence and Professional Review Process

Note 3 Portfolio of Technical Knowledge

Note 4 Technical Report

Note 5 Senior Route

Appendix 1: Professional and Technical Skill Units: Competence requirements

Appendix 2: Technical Skill Units: Knowledge requirements

Appendix 3: Appeals procedure

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. Members of other recognised professional bodies may also apply, subject to agreement by CIHT and TPS. TPP holders may apply to CIHT for the title Chartered Transport Planning Professional.

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

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

1.3 Following 10 years of operation, CIHT and TPS decided to review the qualification. Given the length of time which has passed and the changes in the transportation industry, including new trends in travel behaviour, innovation in transport technologies and potentially significant changes in future mobility, a review¹ was undertaken. The review report, prepared by Prof. Glenn Lyons, is entitled “*10-year review of the competencies expected of transport planning professionals*”.

The output from this review has been utilised to consider and assess the TPP requirements and where appropriate update them, and in particular the competencies, to make them relevant for the current time and the expectations for a transport planning professional. As part of that process, this general guidance document has been updated.

1.4 The changes adopted from the review are relatively minor in nature and are not fundamental to the structure or coverage of the TPP. They are intended to align the qualification with current and emerging transport planning trends and requirements. The immediately obvious change is the order and names of the unit groups, with the “management” units now named as “Professional” (P1 to P3) and preceding the “Technical” units (T1 to T10). In addition, the opportunity has been taken to ensure the wording avoids any country specific references, as far as possible.

2. Competence

2.1 There are four levels of professional competence which are applicable to the professional and technical 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.

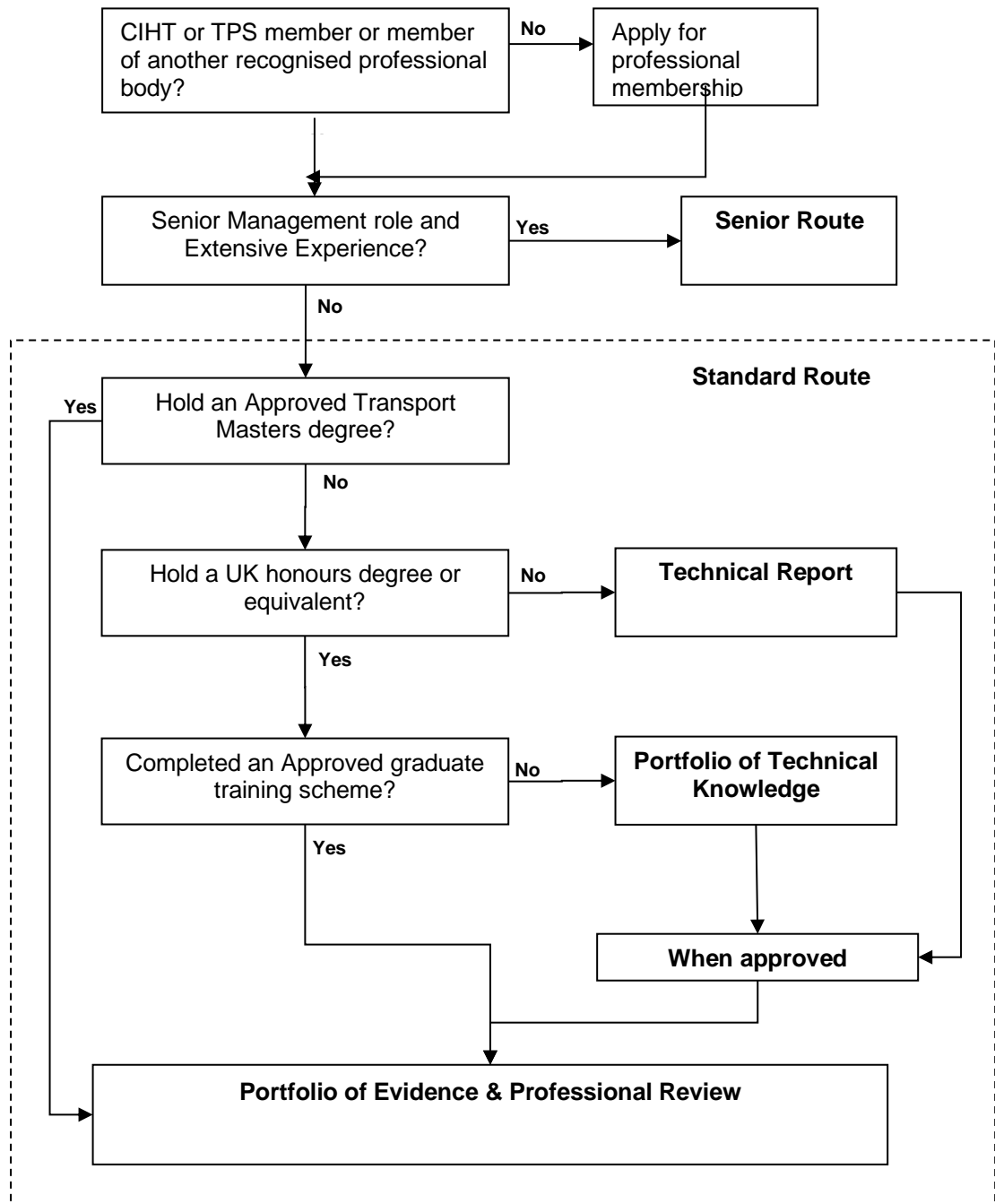
¹ Link to 10 Year review <https://www.ciht.org.uk/news/tpp-qualification-10-year-review/>

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

3. 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



3.2 Standard Route

3.2.1 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*

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

3.2.1 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 **Guidance Note 3**. The evidence contained in a PTK is likely to contribute significantly to a subsequent Portfolio of Evidence.

3.2.2 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 **Guidance Note 4**. As with the PTK, the evidence contained in the Technical Report is likely to contribute significantly to a subsequent Portfolio of Evidence.

3.3 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 have maintained your own CPD and also be committed to the professional development of other staff.

You will prepare and submit appropriate evidence for assessment by a team of 3 Senior Route assessors who are TPP-qualified. Further details are provided in **Guidance Note 5**.

4. Professional Skill Units

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

- P1 Professional leadership
- P2 Interpersonal skills
- P3 Commitment and professional conduct

5. Technical Skill Units

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 **Guidance Note 2** and **Guidance Note 5** respectively. There are six Core Technical Units (T1 to T6) and four Additional Units (T7 to T10), as set out below:

Policies and Regulations:

- T1 The policy context
- T2 Laws and regulations

Tools and Techniques

- T3 Data
- T4 Transport models and forecasting
- T5 Appraisal and evaluation
- T6 Stakeholder engagement

Design

- T7 Developing strategic and master plans for transport
- T8 Applying the principles of transport systems design

Operations

- T9 Changing travel behaviour
- T10 The commercial and operational management of transport systems.

6. Additional information and Requirements

6.1 It 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.

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**.

7. Continuing Professional Development

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).

8. Finding a mentor

When 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 for assistance.

9. Submission dates

Senior Route applications may be made at any time. You will normally be advised of the assessment outcome within 8 weeks of receipt of your submission.

Standard Route Portfolio of Evidence applications must be made by the dates published on the web site.

Professional Review interviews are held in May and November each year. You will normally be advised of the assessment outcome within 8 weeks of the date of your interview.

Portfolios of Technical Knowledge and **Technical Reports** may be submitted at any time. You will normally be advised of the assessment outcome within 8 weeks of receipt of your submission.

10. Fees

TPP fees are reviewed each year and can be found on the website. To retain your TPP qualification, once awarded, you must continue to pay your annual membership fee and registration fee. For current fees, visit the TPP website.

Successful TPP applicants wishing to apply for conferment of the Chartered Transport Planning Professional (CTPP) title are required to pay a conferment fee. For fee details visit the CIHT website [Chartered Transport Planning Professional | CIHT](#)

11. On-going Registration Requirements

11.1 TPP holders are required to keep their technical and professional skills up to date by conforming with the CPD requirements their professional membership body.

11.2 From time to time, CPD records are reviewed by CIHT and TPS. Anyone with the TPP qualification who is planning a career break should undertake sufficient CPD to satisfy the TPP Professional Standards Committee that their core transport planning skills remain up to date.

12. Further information

For information about the TPP qualification process, please contact education@ciht.org.uk