



TPP GUIDANCE NOTES FOR CANDIDATES

Note 5

TPP SENIOR ROUTE:

Guidance, Template and Pro-forma

March 2021



1. Senior Route Requirements

This TPP Guidance Note for Candidates is concerned with the preparation and submission of your Senior Route application and the subsequent assessment. It assumes that you are eligible to be awarded the TPP qualification through the Senior Route because you:

- are a full member of the Chartered Institution of Highways and Transportation (CIHT) and/or the Transport Planning Society (TPS), and/or another recognised relevant professional body (e.g. CILT)
- can demonstrate extensive experience at senior level sponsoring, guiding and/or leading projects or research across a variety of transport planning skills, modes and contexts,
- have made a substantial and recognisable contribution to the transport planning profession over your career to date,
- are/have been in a senior position with responsibility for the performance and well-being of a team of transport planners and related professionals;
- are willing to contribute to the professional development of transport planning staff and commit to working as a TPP mentor and advocate.

and that you

- have read the definitions of the Professional and Technical Skill Unit competences in Appendix 1 to these Guidance Notes.

2. Competence Requirements

2.1 Senior Route candidates are required to demonstrate Proficiency for more units than Standard Route candidates applying for Professional Review. In the absence of an interview to validate their competencies, and reflective of their seniority, candidates are expected to have, and to demonstrate, significant experience which unequivocally confirms that they meet the competence requirements set out below.

Unit Ref.	Unit Title	Minimum Requirement
Professional Units		
P1	Professional leadership	P
P2	Interpersonal skills	P
P3	Commitment and professional conduct	P
Core Technical Units		
T1	The policy context	E
T2	Applying laws and regulations	E
T3	Data	P
T4	Transport models and forecasting	E
T5	Appraisal and evaluation	E
T6	Stakeholder engagement	E
Additional Technical Units		
T7	Developing strategic and master plans	A
T8	Principles of transport system design	A
T9	Changing travel behaviour	A
T10	Commercial and operational management of transport systems	A

For the Senior Route, you must then choose at least the following:

- five Technical Units (T1-T10), in addition to Data, in which to demonstrate Proficiency; and



- two Additional Technical Units (T7-T10) in which to demonstrate Experience, reduced for each unit from this group in which you demonstrate Proficiency.

3. The Senior Route application process

3.1 To demonstrate that your competence satisfies the Senior Route requirements, you must prepare a Senior Route application using the standard template and pro-forma shown in the Annex to this Guidance Note.

3.2 Your application must include:

- a completed Senior Route application form (using the standard pro-forma),
- two completed Sponsor's Authentication forms (using the standard pro-forma),
- a full CV, describing your education, positions held and experience to date, and with individual projects or other aspects of your experience numbered sequentially,
- an organisation chart showing where you fit within your employing organisation, including key responsibilities and reporting lines,
- Three completed Professional Skill Units Senior Route Competence Record Forms, including cross-references to numbered items within your CV (using the standard pro-forma),
- Ten completed Technical Skill Units Senior Route Competence Record Forms, including cross-references to numbered items within your CV (using the standard pro-forma),
- a CPD record showing that you have undertaken a minimum of 25 hours of CPD a year for at least two years prior to the year during which you are making your submission.

3.3 In preparing your Competence Record Forms, you should concentrate on your personal contribution to each project or activity that you use to demonstrate your competence, rather than the overall scope and nature of the project or activity.

3.4 As has been indicated in the TPP Guidance Overview (Note 1), the level of experience gained by a Senior Route candidate leads to a slightly different focus in the Competences. In particular, you are encouraged to provide evidence of when you have:

- taken a senior leadership or advisory role based on your experience across a variety of transport planning skills, modes and contexts,
- used your experience to offer constructive challenge, being the capability of a professional transport planner to have demonstrated his or her preparedness to use experience to query the work of others or the conclusions drawn from that work. This can be demonstrated in any or all of the Units;
- where appropriate, taken due account of uncertainty at all stages in the delivery of projects or research and communicating uncertainty in an open and transparent manner;
- been responsible for the performance and wellbeing of a team of transport planner and related professionals; and demonstrated a career-long commitment to your own professional development and actively encouraged others to undertake appropriate CPD activities, to assess those activities and record them.

3.5 Your sponsors must be members of CIHT, TPS or another recognised professional institution (e.g. CILT) and have at least 10 years' experience in transport planning. They must be familiar with the Transport Planning Professional competencies and their support indicates



that, in their professional judgement, you satisfy the Senior Route eligibility criteria. Typically, one sponsor would be a senior member of your own organisation and the second represent an external working relationship. You are encouraged to seek advice from your sponsors/others who are TPP qualified to ensure that you have included an appropriate level of detail to demonstrate your competence.

4. Assessment

4.1 The Senior Route assessment does not require an interview; the assessment is based solely on the evidence submitted in the application form. Applications are assessed independently by three TPP qualified assessors. The assessors' recommendations are considered by the Professional Standards Committee at the next scheduled meeting and a final decision is made. Possible assessment outcomes are:

- to award the qualification, or
- to require the candidate to provide further information, pending a final decision by the Committee, or
- 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, which would include the submission and presentation of a Project Synopsis that complies with the requirements set out in Note 2 of the TPP Guidance Notes for Candidates: TPP Portfolio of Evidence and Professional Review.

4.2 Candidates are notified of the outcome of their application in writing, usually within eight weeks of applying. In all cases, the decision of the Professional Standards Committee is final.

4.3 Unsuccessful candidates are given detailed feedback including guidance on areas in which additional experience might be required, and the most appropriate application route for any future resubmission.



Annex to Note 5

Senior Route Application

Submission Template, including checklist and pro-forma

Advice

It is essential that your Senior Route application complies with all the requirements set out in the main guidance document. The checklist contained within the template below is designed to assist you in that task.



Transport Planning Professional

Senior Route application

Candidate:

Employer:

Date of submission:



TPP Senior Route Submission Checklist

Check	Item
	Completed Senior Route application form
	Two completed Sponsor's Authentication forms
	A full CV, with experience items numbered sequentially
	An organisation chart illustrating your current role and responsibilities
	3 completed Professional Skill Competence Record Forms, including cross references to your CV.
	10 completed Technical Skill Competence Record Forms, including cross references to your CV
	A two year CPD record



Senior Route Application Form

Personal Information *(Type or print in BLOCK CAPITALS)*

Title:	Post nominal letters:
First name(s):	Family name:
Date of Birth:	
Full Postal Address:	
Postcode:	
Telephone:	E-mail:
CIHT Membership No.	TPS Membership No:
Other recognised professional institution (name and membership no.):	
Degrees and other academic qualifications	
Job Title:	
Employer:	

PROFESSIONAL EXPERIENCE

Please find attached

- A copy of my current CV, with individual items of experience numbered sequentially
- Two completed Sponsor's Authentication forms
- A complete set of 13 Senior Route Competence Records, cross referenced to my CV
- A CPD record for the two-year period prior to making this application

PERSONAL STATEMENT (Up to 500 words explaining why I believe I am eligible to apply for the TPP qualification via the Senior Route)



Important undertaking to be signed by the candidate

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

(Please tick)

- A PTK or Technical Report 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.

Signed

Date

GDPR authorisation to be signed by the candidate

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 our [privacy statement](#).

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.

Signed

Date

Please submit an electronic copy of your application as one continuous PDF file to education@ciht.org.uk

Sponsor's Authentication of Candidate's Suitability



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

Candidate's name:.....

Sponsor 1 details

Name:.....

Professional qualifications:

E-mail:.....

Employer:.....

Job title:.....

I confirm that my working relationship with the candidate is/was as follows:

.....

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

Sponsor statement (up to 500 words on why I consider the candidate satisfies the requirements for TPP through the Senior Route).

Signed.....**Date**.....

Sponsor's Authentication of Candidate's Suitability



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

Candidate's name:.....

Sponsor 2 details

Name:.....

Professional qualifications:

E-mail:.....

Employer:.....

Job title:.....

I confirm that my working relationship with the candidate is/was as follows:

.....

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

Sponsor statement (up to 500 words on why I consider the candidate satisfies the requirements for TPP through the Senior Route).

Signed.....**Date**.....



Candidate Name:	Overall Competence Level claimed within this unit : P
Professional Skills Section Unit P1 Professional leadership	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit : P
Professional Skills Section Unit P2 Interpersonal skills	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit : P
Professional Skills Section Unit P3 Commitment and professional conduct	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (E or P):
Technical Skills Section Unit T1 The policy context	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (E or P):
Technical Skills Section Unit T2 Laws and regulations	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit : P
Technical Skills Section Unit T3 Data	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (E or P):
Technical Skills Section Unit T4 Transport models and forecasting	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (E or P):
Technical Skills Section Unit T5 Appraisal and evaluation	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (E or P):
Technical Skills Section Unit T6 Stakeholder engagement	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (A, E or P):
Technical Skills Section Unit T7 Developing strategic and master plans	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (A, E or P):
Technical Skills Section Unit T8 Principles of transport system design	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (A, E or P):
Technical Skills Section Unit T9 Changing travel behaviour	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



Candidate Name:	Overall Competence Level claimed within this unit (A, E or P):
Technical Skills Section Unit T10 Commercial and operational management of transport systems	

Description of project or activity	Description of your role within this project or activity	Competence level achieved within this project or activity (A, K, E or P)	CV Reference



CPD Record

Please list all CPD activities you have undertaken during, at least, the two full years before this application: