

# TPP GUIDANCE NOTES FOR CANDIDATES

# Note 5

**TPP SENIOR ROUTE:**

 **Guidance, Template and Pro-forma**

July 2022

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. In your personal statement you must explain why you are eligible to apply for the TPP qualification through the Senior Route. Your personal statement must cover each of the points below in sufficient detail to provide reviewers with a full understanding of your career history. You must:

* be 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),
* demonstrate extensive experience at a senior level sponsoring, guiding and/or leading teams, 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,
* be or have been in a senior position within a project or team with responsibility for the performance and well-being of a team of transport planners and/or related professionals;
* be willing to contribute to the professional development of transport planning staff and commit to working as a TPP mentor and advocate.

and you must

* have read the definitions of the Professional and Technical Skill Unit competencies in Appendix 1 to these Guidance Notes.
1. **Competence Requirements**

2.1 Senior Route candidates are required to demonstrate a higher level of competence overall reflected in the need for Proficiency in 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 competency requirements set out below.

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| Unit Ref. | Unit Title | Minimum Requirement |
| Professional Units |  |  |
| P1 | Professional leadership | P |
| P2 | Communication and collaboration skills | P |
| P3 | Personal commitment to professional standards and the profession | P |
| Core Technical Units |  |  |
| T1 | The policy context | E |
| T2 | 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.
1. **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 CV, describing your education, positions held and experience to date,
* 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, (using the standard pro-forma),
* Ten completed Technical Skill Units Senior Route Competence Record Forms, (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 Competencies. In particular, you are expected to provide evidence of when you have:

* taken a senior leadership or advisory role in projects or teams 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 preparedness 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 planners; 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.

1. **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. Possible assessment outcomes are:

* Successful - awarded the qualification
* Additional written information required. This is where the assessors hold a strong belief that the candidate could potentially fulfil the Senior Route requirements, but certain Units require additional information to be provided.
* On rare occasions where some Units require additional information and the assessors believe evidence would best be provided at interview candidates will be required to attend a Professional Review interview based on their Senior Route submission.. The candidate will be required to submit a project synopsis prior to the interview which will form the basis of their presentation.

* Where a candidate has not met the senior route criteria, re-route the candidate to complete a PTK, or submit a Portfolio of Evidence against the standard route requirements (if they hold an approved MSc) i.e. a complete re-route where a new type of submission is required. This is where it is clear and obvious that the candidate has applied through the incorrect route and is not an eligible Senior Route candidate.

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 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**

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| **Candidate:** |
| **Employer:** |
| **Date of submission:** |

 Template p1

**TPP Senior Route Submission Checklist**

|  |  |
| --- | --- |
| **Check** | **Item** |
|[ ]  Completed Senior Route application form |
|[ ]  Personal statement setting out eligibility for the Senior Route |
|[ ]  Two completed Sponsor’s Authentication forms |
|[ ]  a CV, describing your education, positions held and experience to date, |
|[ ]  An organisation chart illustrating your current role and responsibilities |
|[ ]  3 completed Professional Skill Competence Record Forms clearly setting out how you meet the required level  |
|[ ]  10 completed Technical Skill Competence Record Forms, clearly setting out how you meet the declared level |
|[ ]  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
* A Personal Statement explaining why I am eligible for the Senior Route
* Two completed Sponsor’s Authentication forms
* A complete set of 13 Senior Route Competence Records setting out in detail how I meet the declared level of competence
* A CPD record for the two-year period prior to making this application

**PERSONAL STATEMENT (**Up to 1000 words) explaining why I am eligible to apply for the TPP qualification via the Senior Route referencing the following criteria:

* I can demonstrate extensive experience at senior level sponsoring, guiding and/or leading teams, projects or research across a variety of transport planning skills, modes and contexts,
* I have made a substantial and recognisable contribution to the transport planning profession over your career to date,
* I am/have been in a senior position within a project or team with responsibility for the performance and well-being of a team of transport planners and/or related professionals

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**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](https://www.ciht.org.uk/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**

*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 250 words). Referring to the candidate’s personal statement explain how the candidate satisfies the requirements for TPP through the Senior Route.

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

*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 250 words). Referring to the candidate’s personal statement explain how the candidate satisfies the requirements for TPP through the Senior Route

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

**Senior Route Competence Record Forms** **(CRF)**

For each project, or other activity, described in each CRF, the appropriate competence level (A, K, E or P) achieved must be shown together with a statement of your role on that particular piece of work. The template is in the form of a Word table. There is no limit to the number of projects, or other pieces of work, you can include on each form; you can just add additional rows to the table, so long as the total text you provide on each CRF is between 500 - 1000 words. If you are using the same project for more than one competency you only need to summarise it in later competencies but must clearly refer back to where you have introduced it.

If required, you may include some additional information on particular projects, or other activities, in appendices. If you do that, you must include clear references to the relevant appendices within your Competency Record Forms..

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| --- | --- |
| **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)** |
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| --- | --- |
| **Candidate Name:** | **Overall Competence Level claimed****within this unit** **: P** |
| **Professional Skills Section** **Unit P2 Communication and Collaboration Skills** |

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| **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)** |
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| **Candidate Name:** | **Overall Competence Level claimed****within this unit** **: P** |
| **Professional Skills Section****Unit P3 Personal Commitment to Professional Standards and the Profession** |

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

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

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

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

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

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

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

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

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

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

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| **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)** |
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**CPD Record**

*Please include a copy of your CPD record setting out the CPD activities you have undertaken during, at least, the two full years before this application:*

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **CPD Activity (What/Where)** | **How was this training activity identified? g, PDP, specific to current job** | **Hours** | **Cumulative hours for year** | **Reflection on what you have learnt** |
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