



CIHT's Professional Development Framework - User Guidance

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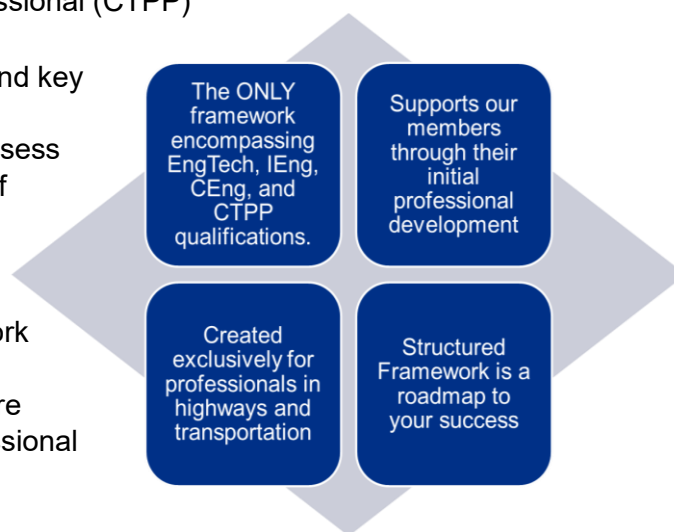
CIHT's Professional Development Framework has been created exclusively for professionals working in highways and transportation; it is a structured scheme that will support you or your staff on a journey towards professional registration and career development.

The CIHT Professional Development Framework provides a structured approach to professional development for employees working in highways and transportation roles who aspire to become professionally registered. It is the only scheme available that aims to support you in developing the knowledge, experience and competence you need as you work towards achieving any one of the below levels of professional registration.

- Chartered Engineer (CEng)
- Incorporated Engineer (IEng) and
- Engineering Technician (EngTech)
- Chartered Transport Planning Professional (CTPP)

By providing you with clear competencies and key areas of development, CIHT's Professional Development Framework enables you to assess and plan your progress towards your goal of professional registration for whichever level you aspire.

CIHT's Professional Development Framework comprises of specific highways and transportation-based competencies that were developed in collaboration with CIHT professional reviewers.



Overview of the Framework

CIHT's Professional Development Framework enables you to assign evidence to specific competencies via an online tracking system called [MyCareerPath](#). This provides you with the opportunity to record evidence of your work-based experience against specific highways and transportation-based competencies as you progress towards your goal of professional registration.

This process of capturing evidence in a central online location against competencies within a professional qualification, enables you to track your progress, maintain a reliable record of your experience and achievements, and build a picture of your knowledge, skills, and competence that will enable you to understand any knowledge gaps.

Employers must sign up to CIHT's Professional Development Framework before they can enroll any employees onto the scheme. The employer is required to allocate the employee a mentor to support their journey and critically assess their progress. Anyone enrolled onto the CIHT Professional Development Framework can share their evidence and progress through MyCareerPath with their assigned mentor.

All enrolled framework users) should have a MyCareerPath account so they can use the CIHT Professional Development Framework to its fullest capability.

It is also important to note that Professional Development Framework users are CIHT Members. Mentors or administrators do not need to be Members, but they do need to have a basic web registered account with CIHT to access the full guidance notes.

If you wish to use the Framework to work towards becoming professionally registered, but are not currently a paying CIHT member, please get in touch for further information about the CIHT membership process. Further information on how to get in touch is on page 11.

MyCareerPath Guidance

CIHT has created MyCareerPath guidance to support all users. The guidance provides step by step instructions on how to use MyCareerPath and how to perform all the necessary tasks needed, such as creating an account, creating evidence records, adding evidence to competencies, creating plans, creating reports and sharing evidence with mentors.

MyCareerPath guides will be issued to the relevant users once an employer enrolls their first employee onto CIHT's Professional Development Framework.

Who is the Professional Development Framework for

CIHT's Professional Development Framework can be a roadmap to success for anyone working in highways and transportation at any experience level, but it is especially suited to early career professionals who are developing their skills and competence with the aim of gaining professional registration.

Anyone working in highways and transportation can use CIHT's Professional Development Framework to work towards the registration level of their choice. They can use it to monitor their progress, celebrate milestones and use CIHT's free academic qualification review, known as Initial Assessment, to understand the best route for them.





Why enroll your business and your employees

Professionally qualified employees who have been trained in-house, to competencies developed specifically for professionals working in Highways and Transportation are a valuable asset to your organisation.

By enrolling your employees onto CIHT's Professional Development Framework, you will be securing their place on a scheme that has clear competencies, key areas of development and goal planning tools. All this will enable them to progress in their journey toward professional review.

Employers - Getting started with the CIHT Professional Development Framework

As employers in the Highways and Transportation sector, you will naturally be supporting your employees to gain knowledge, skills, experience, and competence in their roles. You can further demonstrate your commitment to their development by signing up as an employer to CIHT's Professional Development Framework and enrolling your staff.

How to sign up as an employer:

To sign up, you simply need to complete a [Professional Development Framework Employer Agreement](#). This will allow you to enroll and support your staff on CIHT's Professional Development Framework.

Employer sign up process:

The diagram to the right is a shortened version of the process. The text below explains the process in detail.

Once you have completed and returned your Employer Agreement, CIHT will add an **annual** registration invoice to your CIHT employer membership account (working with you to create an account first, if necessary).

The first annual fee will cover your assessment to become a CIHT Professional Development Framework employer and in subsequent years, the annual renewal fee will be due in January.

Once the annual renewal fee has been paid, you will have joined the CIHT Professional Development Framework as an employer.

You will then be offered an induction on to CIHT's Professional Development Framework by CIHT's Professional Development Officer, who will explain and support you through the process of enrolling your employees, help you to identify suitable mentors to support those you wish to enrol and answer any questions you have.

Following the induction, CIHT's Professional Development Officer will issue you with [onboarding forms](#) for each individual employee you wish to enrol. You should discuss and agree with your employee which qualification they wish to be enrolled on.

Information we need to sign up employers to the Professional Development Framework

On your Employer Agreement, you will be asked to provide details about your organisation (i.e. name, main address, telephone number, website etc). We also ask for the contact details of a named administrator who CIHT can liaise with for any administrative support (e.g. enrolling) and we ask for contact details of a named finance person who can be contacted for financial related matters (e.g. invoices).

Information we need to enrol employees onto the Professional Development Framework

On the onboarding forms for individual employees, we ask you to confirm the contact details of the named administrator and details about the employee, (i.e. full name, title, date of birth, gender, CIHT Membership number, post nominals, their full postal address, email, telephone number and which professional qualification they are aiming to achieve). We will work with you to ensure Individual employees join as members first.



The onboarding forms for individual employees is also where we capture the contact information for the employee's mentor. We ask for their full name, title, CIHT Membership number (if applicable), any post nominals, email address and telephone number.

Once we have received the completed onboarding forms for each employee, CIHT will add a **one-off** (per user) invoice to your employer membership account. Please note that all invoices must be paid before we can provide your employees access to the Professional Development Framework.

Multiple employees can be added to one invoice if you have many employees to enrol. Please note that individual members will not be charged for using CIHT's Professional Development Framework, all charges will be paid by their employer.

How to make payments:

All payments can be made by BACS, CHAPS or over the phone. **CIHT Partners** have the additional option of paying online via the partner portal.

Upon receipt of documents and fees

Once we have received your signed Employer Agreement, initial onboarding forms for any employee(s) you wish to enrol onto CIHT's Professional Development Framework, and the required fees have been paid, CIHT will ensure all users have access to MyCareerPath and all the guidance needed to use it. You will also have access to all the competencies, videos and any other relevant guidance. Please note that you can onboard more employees at any time by simply completing a new onboarding form and paying the one-off fee for their enrolment.

Assigning your employees a mentor:

Employers signing up to CIHT's Professional Development Framework must be able to provide all of their enrolled employees with access to the support and the opportunities they need to gain the knowledge and experience required for the qualification they are aiming for.

This includes providing an appropriate mentor who can support the Framework user by reviewing their evidence submissions, monitoring their progress, supporting annual review meetings and holding completion meetings.

CIHT will provide your mentors with training to help develop a structured approach to the mentoring relationship and ensure that mentors are aware of the framework requirements.

Professional Development Framework mentors are expected to have good knowledge of the competency requirements and their application in practice. Mentors are expected to be



capable of objectively assessing and providing constructive feedback on a framework users work.

It is recommended that the mentor and employee should meet at least every 3 months to review progress and they may meet on a regular basis outside of their more formal quarterly meetings. CIHT has created a [CIHT Framework Mentor Mentee Quarterly Meeting Template](#) to support these meetings.

Framework Users – Getting started with the Professional Development Framework

Professional Development is a key component for those working in highways and transportation. Society needs sustainable, integrated, environmentally friendly and safe transport systems. To make that necessity a reality, the highways and transportation industry must have professionals who are highly qualified with practical experience and equipped with the most up-to-date methods.

Your employer will sign you up to the Professional Development Framework and provide you with a mentor. CIHT will ensure your mentors are fully trained so that you are supported at every step of the journey.

Initial assessments:

Each qualification has different academic requirements which will determine the route that someone will take to Professional Review. Once you and your employer have agreed which qualification you will be enrolled on, the first step is for you to complete an initial assessment to determine whether you need to complete a knowledge assessment (e.g. technical report or Portfolio of Technical Knowledge before completing the framework)

- If you are enrolling for the Chartered Transport Planning Professional (TPP) qualification, please complete this [initial assessment](#). CIHT will confirm the options available to you in an initial assessment outcome e-mail.
- If you are enrolling for the CEng, IEng or EngTech qualification, please complete this [initial assessment](#). CIHT will confirm the options available to you in an initial assessment outcome e-mail.

Depending on the qualification you are aiming for, you will have a different set of competencies that are tailored to the experience that you need to gain. Your employer will discuss and agree which qualification you are to be enrolled on before you access the CIHT Professional Development Framework. CIHT will be there to support your needs every step of the way.



MyCareerPath – Framework Users

The Professional Development Framework offers you a structured approach to your professional development by enabling you to record evidence of your knowledge and experience gained at work via an online platform called [MyCareerPath](#), and benchmark your progress against professionally recognised highways and transportation competencies.

CIHT will provide you with MyCareerPath guidance to support you, your employer and your mentor. The guidance provides step by step instructions on how to use the platform, and how to perform all the necessary tasks needed, such as creating evidence records, adding evidence to competencies, creating plans, creating reports and sharing evidence with mentos and other MyCareerPath users.

All the MyCareerPath guides will be issued to you and your mentor as soon as you have been enrolled onto CIHT's Professional Development Framework.

Competency Levels

The competencies within CIHT's Professional Development Framework have been mapped to the Engineering Councils UK-SPEC and the Chartered Transport Planning Professional units, to ensure that upon completion, those enrolled should have the knowledge, skills and abilities required to sit their professional review, once you reach that stage of the assessment process.

There are different levels that those enrolled will need to demonstrate depending on the qualification being aimed for. These are:

Awareness

You have a general understanding of an area and are able to give an overview of a topic or area and/or know where or who to go to for further information.

Knowledge

You have more in depth knowledge and understanding of a topic or area and understand why and how to apply the knowledge in practice.

Experience

You can demonstrate you have experience undertaking work that consistently demonstrates a competency. You can demonstrate an ability to consistently carry out work under supervision, with the underpinning knowledge.

Proficiency

You have the experience and knowledge to consistently carry out work without supervision and to train and supervise others, based on both experience and the underpinning knowledge.

The relevant competencies, including details of the levels, for the qualification you are aiming for will be issued to you and your mentor as soon as you have been enrolled on the CIHT Professional Development Framework.

On MyCareerPath, you can assign evidence to specific, individual competencies within your competency profile.

The circled areas in the screenshot below give an example of the required levels.

CIHT 1a)	Awareness of: The structure of your organisation and good team working practices.	☆☆☆☆
CIHT 1b)	Awareness of: The importance of objectives and how to manage your workload effectively.	☆☆☆☆
CIHT 1c)	Knowledge of: Appropriate tools to analyse your performance and identify your professional development needs.	☆☆☆☆
CIHT 1d)	Knowledge of: Appropriate tools to manage the performance and professional development of others.	☆☆☆☆
CIHT 1e)	Knowledge of: Leadership and management techniques including equality, diversity and inclusion, and how to select the most appropriate style for a situation and to get the best out of your team.	☆☆☆☆
CIHT 1f)	Experience of: Managing the performance of others and providing meaningful and constructive feedback.	☆☆☆☆
CIHT 1g)	Experience of: Managing and monitoring the performance of teams or the input of others to meet the needs of the organisation and/or project through setting objectives and writing work plans.	☆☆☆☆
CIHT 1h)	Experience of: Managing others to adapt to change in work, projects and/or organisations.	☆☆☆☆
CIHT 1i)	Proficiency in: Leading and motivating teams to achieve success for your organisation.	☆☆☆☆
CIHT 2	Quality Management and Continuous Improvement	
CIHT 2a)	Awareness of: How to identify problems and make recommendations to improve the quality of tasks and processes.	☆☆☆☆

Employee – Mentor meetings

You will use MyCareerPath and the competencies in your chosen professional qualification to assign evidence of your experience as proof of your knowledge, skills and abilities. You will share the evidence you have collected via MyCareerPath with your mentor and work alongside them to review your progress, agree on any knowledge gaps and discuss your plans for development.

You should schedule regular sessions with your mentor to review and record your progress. Any notes from these meetings should be kept in a secure location and shared between you and your mentor as evidence.

Information on how to upload documents and share evidence with your mentor will be explained in the MyCareerPath guidance that you will receive once you are enrolled onto the Framework.

It is recommended that you meet with your mentor at least every 3 months to review your progress and you should aim to maintain contact on a regular basis outside of your more formal quarterly meetings. CIHT has created a [CIHT Framework Mentor Mentee Quarterly Meeting Template](#) to support these meetings.

The mentor assigned to you will play a role in signing you off as having completed the CIHT Professional Development Framework and ready for Professional Review, once you are eligible to apply.

Completing the framework

The process of planning and recording evidence against the framework will continue for as long as it takes to identify and fill any gaps in your knowledge and experience.

When the framework user and mentor agree that all the competencies have been met, a signed [CIHT Framework Completion Form](#) should be submitted to the CIHT Professional Development Officer. Once the CIHT Professional Development Framework has been completed, CIHT will issue a certificate of completion.

Completing the framework does not exempt you from Professional Review (or a Technical Report etc if required) but you will be able to draw upon relevant experience recorded in MyCareerPath when you prepare your Portfolio of Evidence in the next stage of your journey to professional registration.

CIHT members do not have to complete the framework to be eligible for Professional Registration, but completing the framework will greatly support members to develop their competence, which members will still need to demonstrate at Professional Review.

Further information

For help and support or to find out more about the CIHT Professional Development Framework, please contact the CIHT Education Team at: professionaldevelopment@ciht.org.uk

If you have any questions about [CIHT Learn](#) or want to discover how CIHT can help organisations, large and small, excel at continuous staff development and drive business and people growth then contact admin@cihtlearn.org.uk.

Supplementary Information - CIHT Learn, CPD and the CIHT Professional Development Framework

CIHT has identified a range of free and affordable CIHT Learn modules which can help applicants with progression towards Professional Registration as a Chartered Engineer (CEng), Incorporated Engineer (IEng), Engineering Technician (EngTech), and Chartered Transport Planning Professional (CTPP).

[CIHT Learn](#) is CIHT's digital learning platform, which provides accessible online training designed to help members to progress your career. Many of these modules are available free of charge to CIHT Members and you can select the courses to tailor a learning programme which supports your development needs.

We have mapped the modules against UK-SPEC and the CTPP units to make it easier for you to identify the modules that will support you on your journey to professional registration. CIHT members aiming for professional registration through the CIHT Professional Development Framework are encouraged to explore the CIHT Learn modules relevant to the qualification they hope to achieve.



The links below will direct you to the CIHT Learn modules which can help you progress towards the professional qualification you are aiming for (CEng), IEng, EngTech, and CTPP.

[CIHT Learn for CEng](#)

[CIHT Learn for IEng](#)

[CIHT Learn for EngTech](#)

[CIHT Learn for CTPP](#)