

# TPP GUIDANCE NOTES FOR CANDIDATES

# Section 3

**TPP Standard Route**

**PORTFOLIO OF TECHNICAL KNOWLEDGE (PTK):**

**GUIDANCE, TEMPLATE AND PRO-FORMA**

1. **The Portfolio of Technical Knowledge (PTK)**

1.1 This Section of the TPP Guidance Notes for Candidates is concerned with the preparation and submission of a Portfolio of Technical Knowledge (PTK), as part of the Standard Route to obtaining the TPP qualification.

1.2 As explained in Section 1 of the Guidance Notes, it assumes that you:

* are a member of the Chartered Institution of Highways and Transportation (CIHT) and/or the Transport Planning Society (TPS), and
* have a UK Honours degree or equivalent.

1.3 The purpose of the PTK is to demonstrate that you have the underpinning knowledge of transport planning processes required to proceed to the TPP Professional Review.

1.4 Your PTK submission will comprise:

* a PTK application form (see the Annex to this Section of the Guidance);
* a full CV, describing your education, positions held and experience to date;
* evidence of your Knowledge in relation to the six Core Technical Skill Units (A1 to A6) and two of the four Additional Technical Skill Units (A7 to A10), using a maximum 500 words per unit (see the pro-forma in the Annex);
* certificates or other documentation in support of your evidence, in Appendices and clearly cross-referenced to your Evidence;
* a two-year CPD record (25 hours per year), authenticated and signed by your line manager. You may use the form provided (see Template Part 3) or an alternative recording system (for example a system used by your employer or another professional body) that contains the same information; and

1. **The Evidence**

2.1 You must provide evidence that demonstrates how you have satisfied the Knowledge requirements for each of the six Core Technical Skill Units and the two Additional Technical Skill Units you have selected. Details of the Knowledge requirements are given in each of the Evidence Forms in Part 2 of the Submission Template in the Annex to this Section of the Guidance.

2.2 The PTK Assessors will need to be to be satisfied that you have a thorough understanding of the principles underlying transport planning. There are a number of ways in which you can provide adequate evidence, for example

* relevant teaching from your university degree course;
* knowledge gained during attendance at a short course provided by a university, training organisation or your employer (note that attendance in itself will not be sufficient to satisfy the knowledge requirements of a particular Unit);
* attendance at a software provider’s workshop where you have gained knowledge of the principles underlying their proprietary models;
* a seminar about a new piece of legislation

2.3 Some of your learning may have been obtained from others with the necessary knowledge and by reading and study while working on projects. Where this is the case, each area of learning must be confirmed either by Appendix material in which your role is made clear, or by your Project Manager or Line Manager for the relevant item.

2.4 In compiling the evidence for your PTK, it is essential that you record what you have learned and how. It is also important to remember that your Portfolio is not about listing your knowledge; the assessors will be looking at how you obtained that knowledge, and you should only describe your project experience in your evidence for a particular Unit if you can use it to demonstrate a learning outcome that matches a TPP knowledge requirement, at least in part. You will have the opportunity to record your project and management experience when you complete your Portfolio of Evidence for your Professional Review.

2.5 You are expected to be succinct in your submission, limiting your text to no more than 500 words per Unit. Whenever possible, be precise about what kind of knowledge you acquired, how you learned it, when you learned it and where you learned it. That is the information your Assessors will be looking for.

2.6 Candidates for the PTK are expected to demonstrate knowledge across modes, since a professional transport planner must be able to operate within a multi-modal context. This “competence across modes” requirement also applies to the Portfolio of Evidence and Professional Review.

2.7 The PTK submission template provides space for you to record the evidence of your learning. This can be complemented by further information, including certificates and other documents, placed in appendices. Wherever such documents are included, they must be referenced in the Evidence section of the relevant Unit, or Units.

1. **Assessment**

3.1 Your PTK will be reviewed by two assessors. They will advise the TPP Professional Standards Committee of their recommendation as to whether or not you have demonstrated the required knowledge. It is the aim of the TPP Professional Standards Committee to notify candidates by letter within eight weeks of receipt of the submission.

3.2 If successful, you will be invited to submit a Portfolio of Evidence and attend a Professional Review interview. If you are unsuccessful you will be contacted by the Committee so that detailed feedback can be given. You will receive guidance on areas in which you needed to demonstrate more knowledge, and whether and how, in due course, you should resubmit.

3.3 The decision of the Professional Standards Committee is final.

**Annex to Section 3**

**Standard Route - Portfolio of Technical Knowledge**

**Submission Template, including checklist and pro-forma**

**Advice**

It is essential that your Portfolio of Technical Knowledge complies with all the requirements set out in the Guidance. The checklist contained within the Template below is designed to assist you in that task. In order to assist you further, the required contents of the Portfolio have been grouped within the Template into 3 parts, as also illustrated in the checklist.



**Transport Planning Professional**

**Standard Route**

**Portfolio of Technical Knowledge**

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

**TPP Portfolio of Technical Knowledge Application Check List**

|  |  |
| --- | --- |
| **Check** | **Item** |
|  | Part 1: Personal Information |
|  | Completed Portfolio of Technical Knowledge application form |
|  | A full CV |
|  | Part 2: Evidence of Knowledge |
|  | Eight completed Evidence Forms (max. 500 words each) |
|  | Any appendices, cross referenced from the Evidence Form |
|  | Part 3: CPD |
|  | A two year CPD record (25 hours per year) |

**Part 1: Personal Information**

*Part 1 of your Portfolio must include your:*

* *Portfolio of Technical Knowledge application form, completed in full*
* *CV*

*.*



**Portfolio of Technical Knowledge Application Form**

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

|  |
| --- |
| Title: Post nominal letters: |
| Forenames: Surname: |
| Date of birth: |
| Full postal address: |
| Postcode |
| Telephone: E-mail: |
| CIHT membership no: TPS membership no: |
| Employer’s name: |
| Employer’s address: |
| Telephone: E-mail: |
| Job title: |

**Portfolio of Technical Knowledge**

Please find enclosed:

CV  Completed Evidence Forms (x8)

CPD Records  Mentor Name and Contact Details

**Important undertaking to be signed by the Candidate**

I declare that the information submitted with this Portfolio of Technical Knowledge Application Form is, in every respect, complete and accurate.

###### Signature ……………………………………………… Date……………………………....

**Please submit an electronic copy of your submission as one continuous PDF file to** [**education@ciht.org.uk**](mailto:education@ciht.org.uk) **for an administrative check. Once completed, you will be requested to send in three bound hard copies and provided with details on how to pay the assessment fee.**

Note**:** The qualification is managed by CIHT and TPS and administered by CIHT on behalf of the partnership.

**Authorisation (GDPR)**

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.

###### Signature ……………………………………………… Date……………………………....

*Your CV must be inserted here*

**Part 2: Evidence of Knowledge**

*Part 2 of your Portfolio of Technical Knowledge should include a completed Evidence Form for each of the six Core Skill Units and two of the four Additional Skill Units. That is, eight completed Evidence forms.*

*You can provide further information, including certificates and other documents, in an Appendix. Wherever such documents are included, they must be referenced in the relevant Evidence form or forms.*

*Each Evidence Form should contain no more than 500 words.*

**Part 2**

|  |  |
| --- | --- |
| **Candidate’s Name:** | |
| **Unit A1 - The Policy Context** | **Status: Mandatory**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  You need to demonstrate that you have obtained **Knowledge** of the policy and administrative framework within which transport schemes are developed, assessed, financed, monitored and reviewed. Your assessors will be looking for evidence that demonstrates your learning covers the key aspects of:   * the principal national, regional and local documents defining, and the main objectives of, national, regional and local policies relating to transport and the built environment, as well as proposed changes * the structure of central, devolved or regional, and local government relating to transport policy and plans, the management of transport systems and the delivery of transport services, as well as the principal responsibilities of each of the different elements of the structure * key trends in Government, regional and local policy development, and issues of growing public concern, relating to transport and the built environment * procedures for the approval of transport policies, plans and projects. * how to monitor and review the performance of transport policies, plans and services * how other related disciplines have an impact on transport planning * the need for professional and ethical conduct in transport planning, and * ways of achieving safety in transport systems. | |
| **Candidate’s Evidence** | |

|  |  |
| --- | --- |
| **Candidate’s Name:** | |
| **Unit A2 - Laws and Regulations** | **Status: Mandatory**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  You need to demonstrate that you have obtained **Knowledge** of the framework of laws, regulations and guidance within which transport planners work. Your assessors will be looking for evidence that demonstrates your learning covers the key aspects of:   * current statutory and regulatory requirements and guidance and best practice relating to the preparation of transport policies, plans and schemes * how transport projects and services are funded, and the key factors pertaining to the availability of funds * the framework of laws, regulations and guidance governing: * health and safety * equality and disability discrimination * environmental impact * development planning * provision and operation of land transport, and of transport by air and water to the extent that you are involved directly in these.   insofar as your learning and experience so far have required you to work with these laws, regulations and guidance | |
| **Candidate’s Evidence** | |

|  |  |
| --- | --- |
| **Candidate’s Name:** | |
| **Unit A3 - Data** | **Status: Mandatory**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  You need to demonstrate that you have obtained **Knowledge** of the collection, retrieval, analysis and interpretation of data for use in the development and assessment of transport policies, plans, projects and services. Your assessors will be looking for evidence that demonstrates your learning covers the key aspects of:   * the principal sources of transport statistics and data, and their key characteristics * the methods of data collection used for transport planning, and their relative strengths and weaknesses * the principles of transport survey data processing and analysis. | |
| **Candidate’s Evidence** | |

|  |  |
| --- | --- |
| **Candidate’s Name:** | |
| **Unit A4 – Transport models and forecasting** | **Status: Mandatory**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  You need to demonstrate that you have obtained **Knowledge** of transport and traffic models and related analysis techniques used in the development, design and assessment of transport policies, plans and schemes. Your assessors will be looking for evidence that demonstrates your learning covers the key aspects of:   * the principles, key characteristics and appropriate use of the main types of transport and traffic model * the principles of transport model system design, specification, calibration/estimation and validation, and application, including the role of data in all stages of modelling * the potential limitations of transport models and how model outputs should be interpreted and applied * the principles and key characteristics of the main analysis techniques used in transport planning, including qualitative and quantitative research, cross-sectional and longitudinal analyses, GIS and spatial analyses and accessibility. | |
| **Candidate’s Evidence** | |

|  |  |
| --- | --- |
| **Candidate’s Name:** | |
| **Unit A5 Appraisal and Evaluation** | **Status: Mandatory**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  You need to demonstrate that you have obtained **Knowledge** of assessment techniques in the evaluation of transport policies, plans and schemes Your assessors will be looking for evidence that demonstrates your learning covers the key aspects of:   * the principles and key characteristics of the standard assessment techniques used in transport planning, including economic evaluation, multi-criteria assessment, and the use of assessment frameworks * the principles of monitoring the performance and impacts of transport policies, plans, including important interactions between classes of impact, the distribution of impacts, and the key underlying economic and statistical principles. | |
| **Candidate’s Evidence** | |

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| --- | --- |
| **Candidate’s Name:** | |
| **Unit A6 - Stakeholder Engagement** | **Status: Mandatory**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  Your assessors will be looking for evidence that demonstrates your **Knowledge** covers the key aspects of:   * the principles of community involvement, stakeholder engagement and public consultation in the identification of transport needs and in the development of transport policies, plans, projects and services, including the main alternative approaches and their relative effectiveness * when it is appropriate to initiate community involvement, stakeholder engagement or public consultation programmes in a transport context * the principal functions and responsibilities of those usually involved in community involvement, stakeholder engagement and public consultation in transport planning * how best to engage with those involved and the media. | |
| **Candidate’s Evidence** | |

|  |  |
| --- | --- |
| **Candidate’s Name:** | |
| **Unit A7 - Developing strategic and master plans for transport** | **Status: Additional (two to be completed)**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  If this is one of your Chosen Units you need to demonstrate that you have obtained **Knowledge** of the process of developing transport plans for the medium to longer term. Your assessors will be looking for evidence that demonstrates your learning covers the key aspects of:   * the principles of planning practice in the development of transport plans * the key components of transport plans * the key stages in the development of transport plans * the principal interrelationships between transport, economic activity and land use * determining priorities in the development of action plans * procedures for obtaining the participation of interested parties and stakeholders in plan development * the procedures for the formal adoption of transport plans prepared by regional and local authorities * the procedures for the formal approval of master plans for specific sites and their environs. | |
| **Candidate’s Evidence** | |

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| **Candidate’s Name:** | |
| **Unit A8 - Applying the principles of transport systems design** | **Status: Additional (two to be completed)**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  If this is one of your Chosen Units, your assessors will be looking for evidence of **Knowledge** relating to the principal characteristics of transport systems:   * their relationship with integrated transport, accessibility, security, and health and safety, and how this knowledge can be used to develop and implement innovative solutions to prevailing problems * the main data sources relating to the principal performance and other key characteristics of the main transport modes and systems for local, rural and inter-urban transport * the operating and practical constraints of the main transport modes and systems * the needs and wishes of transport users, as can be reasonably determined * the principal interrelationships between transport, economic activity and land use. * current transport statutory and regulatory requirements, guidance and procedures and best practice relating to development, planning, design and implementation of transport schemes and to design for accessibility, safety and personal security.   The principal types or aspects of transport systems for which the required knowledge can be demonstrated include any of: | |
| * highways * streetscape design * traffic management, calming and control * road safety * traffic and parking information systems * cycling * walking (pedestrians) * parking * taxis | * buses * intermediate public transport * voluntary and community transport * light rail * rail * airports * freight traffic and distribution * ports. |
| **Candidate’s Evidence** | |

|  |  |
| --- | --- |
| **Candidate’s Name:** | |
| **Unit A9 - Travel Planning** | **Status: Additional (two to be completed)**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  If this is one of your Chosen Units, your assessors will be looking for evidence of **Knowledge** relating to the key aspects of the identification of sustainable travel options and their promotion to individual transport users to improve economic, social and environmental sustainability, including   * the most significant socio-economic, health and environmental consequences of travel by different modes * opportunities for and obstacles to changes in travel behaviour * the stages that individuals and organisations go through when changing behaviour * ways of identifying existing individual and household travel patterns * the toolkit of measures available to encourage travel behaviour change and their relevance to various groups of travellers. * how to evaluate alternative travel behaviour change programmes to determine which are likely to be most effective as part of a broader strategy * obtaining ‘buy-in’ participation from individuals and organisations to travel plans, * the availability and nature of possible capital and revenue funding streams to deliver travel plans * the use of targets and indicators in monitoring and evaluating the effects of travel plans on travel behaviour, having regard to difficulties of detection and measurement. | |
| **Candidate’s Evidence** | |

|  |  |
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| **Candidate’s Name:** | |
| **Unit A10 - Commercial and operational management of transport systems** | **Status: Additional (two to be completed)**  **WORD COUNT: …….** |
| **The Knowledge Requirements**  If this is one of your Chosen Units, your assessors will be looking for evidence of **Knowledge** relating to the key aspects of :   * the operational and commercial management of transport systems and services, including specific elements of systems and services. : * current statutory and regulatory requirements, guidance, best practice and procedures relating to operational and commercial management of transport systems and services, and how to assess the possible impacts of laws, regulations, staff agreements, trade union positions and similar constraints on changes in transport system management * the nature of commercial risk in transport operations and how to manage it * how to identify possible sources of, and bid for, funding for management schemes for transport.   You can demonstrate that knowledge in the context of one or more of: | |
| * pedestrian and cycle routes and networks * area-wide traffic and environmental management * traffic control systems * traffic and parking information systems * transport safety * road user charging/user toll systems * area-wide on-street parking * bus network and service design * bus operations * bus location and arrival time systems | * public transport fares and ticketing systems * voluntary and community transport * rail operations * transport information systems * aviation operations * road freight distribution systems * inter modal freight systems * logistics systems * enforcement systems * maintenance and asset management systems. |
| **Candidate’s Evidence** | |

**Appendices**

*You can include additional material in support of your submission. Any material included in an Appendix must be referenced in the relevant Unit Evidence form or forms.*

**Part 3: CPD Record**

*Part 3 of your Portfolio of Technical Knowledge should include your Continuing Professional Development Record.*

*Your CPD record must be authenticated and signed by a line manager.*

*A sample pro-forma for the recording of CPD is reproduced here for you to use if you wish. However, you may use an alternative system for recording CPD activity, for example that adopted by your employer or another professional body, provided it exhibits the key requirements of basing CPD on an assessment of development needs and reviewing the usefulness of the outputs against the individual’s development needs.*

*Include your CPD record here. This could use the following structure*

**CPD Record Sheet**

Name ……………………………………………………………

Year 20…….. Period from ……………………..to ……………………..Sheet …….. of ……….

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Date** | **CPD Activity (What/Where)** | **How was this training activity identified? e.g. PDP, specific to current job** | **Hours** | **Cumulative hours for year** |
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