

# TPP GUIDANCE NOTES FOR CANDIDATES

# Section 4

**TPP Standard Route**

**TECHNICAL REPORT:**

 **GUIDANCE, TEMPLATE AND PRO-FORMA**

1. **The Technical Report**

1.1 This Section of the TPP Guidance Notes for Candidates is concerned with the preparation and submission of a Technical Report, 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
* do not have a UK Honours degree or equivalent.

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

1. **The Evidence**

There are two stages within the Technical Report process.

Stage 1

You are required to submit:

* A Technical Report application form (see the Annex to this Section of the Guidance);
* A full CV, describing your education, positions held and experience to date;
* A synopsis, no longer than 1,000 words, of what you plan to cover in your Technical Report;
* 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;
* Information on how you are being (or will be) mentored; and
* A cheque for the Technical Report fee.

Your synopsis will be considered by two assessors who will advise the TPP Professional Standards Committee of their recommendation. If your synopsis is accepted you will be invited to progress to Step 2. If the Committee is not satisfied, you will be advised where your submission was not sufficiently strong and offered guidance on how to improve and resubmit your synopsis, or where and how you could focus future learning before submitting a new synopsis.

Stage 2

Your subsequent Technical Report must be no longer than 8,000 words and must follow a standard format:

* **Title page** with:
	+ - Name and contact details;
		- CIHT and/or TPS membership number;
		- report title preceded by the rubric “Technical Report to demonstrate the Awareness and Knowledge required of a Transport Planning Professional”;
		- date.
* **Contents page**, listing all sections and sub-sections listed with page number references;
* **Introduction**, stating concisely the form that the report will take and indicating the main topics, developments and points to be covered;
* **Body of the Report,** which demonstrates clearly how you have satisfied the knowledge requirements for each of the six Core Technical Skill Units (A1-A6) and two of the four Additional Technical Skill Units (A7-A10). You are not required to address the Management Skill Units B1 to B3 in your Technical Report.
1. **Assessment**

3.1 At least one of the two assessors who were involved in Stage 1 will assess your full Technical Report. They will advise the TPP Professional Standards Committee of their recommendation. If the Technical Report is approved, you will be advised that you are eligible to proceed to the submission of a Portfolio of Evidence and Professional Review.

3.2 It is the aim of the TPP Professional Standards Committee to notify candidates by letter within eight weeks of your submission.

3.3 If you are unsuccessful you will be contacted by a member of the Professional Standards Committee so that detailed feedback can be offered. You will be able to receive guidance on areas in which it was felt you needed to gain further knowledge and/or experience and how, in due course, you should resubmit.

3.4 In all cases, the decision of the Professional Standards Committee is final.

**Annex to Section 4**

**Standard Route – Technical Report**

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

**Advice**

It is essential that your Technical Report 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 application have been grouped within the Template into 3 parts, as also illustrated in the checklist.



**Transport Planning Professional**

**Standard Route**

**Technical Report**

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

**TPP Technical Report Application Check List**

|  |  |
| --- | --- |
| **Check** | **Item** |
|  | Stage 1 |
|  | Completed Technical Report application form |
|  | A full CV |
|  | A report synopsis of no more than 1,000 words |
|  | A two year CPD record (25 hours per year) |
|  | Mentor name and contact details |
|  | Stage 2 |
|  | A full Technical Report of no more than 8,000 |
|  | Plus |
|  | The Technical Report fee cheque (made payable to CIHT) |



**Technical Report 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: |
| Mentor name: |
| Telephone: E-mail |

Please find enclosed:

* CV and Brief Career History Technical Report Synopsis

Application Fee 2 year CPD record

(Cheque for current fee specified at [www.tpprofessional.org](http://www.tpprofessional.org) made payable to CIHT)

**IMPORTANT UNDERTAKING TO BE SIGNED BY THE CANDIDATE**

I declare that the information submitted with this Technical Report application form is, in every respect, complete and accurate. **I enclose 3 hard copies of my application form and Technical Report Synopsis.**

###### SIGNATURE ………………………………………..…….. DATE …..……………………....

**Data Protection Act (DPA) 1998**

The information you provide in this form is required in order to enable CIHT to communicate with applicants and to fulfil the requirements of the Articles and By-laws. The CIHT is required by the DPA to ensure that such data is accurate and up to date and you are requested to inform the CIHT Director of Education and Membership of any changes.

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 professional Transport Planner qualification.

**Authorisation**

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 the Data Protection Act 1998. I note that TPS will have access to this information.

Send to: Education Department, CIHT, 119 Britannia Walk, London, N1 7JE or Education@ciht.org.uk

*Your CV must be inserted here*

*Your Technical Report synopsis must be inserted here*

**CPD Record**

*Your Technical Report application 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.*

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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