

# TPP GUIDANCE NOTES FOR CANDIDATES

# Section 5

**TPP SENIOR ROUTE:**

 **Guidance, Template and Pro-forma**

1. **Underlying Senior Route Requirements**

1.1 This Section of the TPP Guidance Notes for Candidates is concerned with the preparation and submission of your Portfolio of Evidence 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
* can demonstrate extensive experience as a project manager or director across a range of transport planning skills,
* can demonstrate extensive experience as a project manager or director across a range of transport modes, and in a range of policy and planning contexts,
* have made a substantial contribution to the transport planning profession over your career to date,
* are/have been in a senior management position with responsibility for a team of transport planners, and the direction of a variety of transport planning projects,
* are willing to contribute to the professional development of transport planning staff, and commit to working as a TPP mentor,

and that you

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

1.2 If you are a TPS member and not a CIHT member, you need to apply to TPS for Designated Membership of the Society at the same time as submitting your Senior Route application. Designated Membership is a special class of TPS membership for all those who hold the TPP qualification, For further details contact the Society’s Secretary at info@tps.org.uk

1. **Competence Requirements**

2.1 As a minimum, you will have met the competence requirements shown in the table below.

|  |  |  |
| --- | --- | --- |
| Unit Ref. | Unit Title | Minimum Requirement |
| Core Technical Units |  |  |
| A1 | The policy context | E |
| A2 | Applying laws and regulations | E |
| A3 | Data | P |
| A4 | Transport models and forecasting | E |
| A5 | Appraisal and evaluation | E |
| A6 | Stakeholder engagement | E |
| AdditionalTechnical Units |  |  |
| A7 | Developing strategic and master plans | A |
| A8 | Principles of transport system design | A |
| A9 | Travel planning | A |
| A10 | Commercial and operational management of transport systems | A |
| ManagementUnits |  |  |
| B1 | Professional leadership | P |
| B2 | Interpersonal skills | P |
| B3 | Commitment and professional conduct | P |

You must then choose the following:

* + two Core Technical Skill Units (A1-A6), in addition to Data, in which to demonstrate Proficiency;

* + one Additional Technical Skill Unit (A7-A10) in which to demonstrate Proficiency;
	+ one Additional Technical Skill Unit (A7-A10) in which to demonstrate Experience; and
	+ two other Technical Skill Units (A1-A10) in which to demonstrate Proficiency
1. **The Portfolio of Evidence**

3.1 To demonstrate that your competence satisfies the senior route requirements, you must prepare a Portfolio of Evidence using the standard template and pro-forma shown in the Annex to this Section of the Guidance, and available in Word format from [education@ciht.org.uk](file:///%5C%5Cserver01%5Chome%5Csue%5CSue_01%5CTPP%5Cguidance%5Ceducation%40ciht.org.uk). You should send three hard copies and one soft copy of your Portfolio to CIHT at 119 Britannia Walk, London N1 7JE by the published deadline. Submission dates are given on the TPP website [www.tpprofessional.org](http://www.tpprofessional.org).

3.2 Your Portfolio must include:

* a completed Senior Route application form (using the standard pro-forma), and
* 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,
* 10 completed Section A (Technical Skill Units) Senior Route Competence Record Forms, including cross-references to numbered items within your CV (using the standard pro-forma),
* 3 completed Section B (Management 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.

1. **Assessment**

4.1 Each submission is assessed independently by three people who are TPP qualified, one of whom is a member of the TPP Professional Standards Committee. Their recommendations are considered by the full Committee at the next scheduled meeting and a final decision is made. That decision could be:

* 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 Section 2 of the TPP Guidance Notes for Candidates: TPP Portfolio of Evidence and Professional Review; or
* that the candidate has not yet gained the breadth and/or depth of competence required to satisfy the requirements for award of the qualification, and that no award should be made.

4.2 You will be notified of the outcome of your application by letter, usually within eight weeks.

4.3 If you are unsuccessful you will be contacted by a member of the TPP Professional Standards Committee so that detailed feedback can be given. You will be offered guidance on areas in which it was felt you needed to gain additional experience, and whether, in due course, you should resubmit through the Senior or the Standard Route. In all cases, the decision of the Professional Standards Committee is final.

**Annex to Section 5**

**Senior Route – Portfolio of Evidence**

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

**Advice**

It is essential that your Portfolio of Evidence 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**

**Portfolio of Evidence**

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

 Template p1

**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 |
|  | 10 completed Section A Competence Record Forms, including cross references to your CV |
|  | 3 completed Section B Competence Record Forms, including cross references to your CV |
|  | A two year CPD record  |
|  | The application fee cheque, made payable to CIHT |

**Senior Route 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. and/or TPS Membership No:

Membership of other Professional Institutions:

Degrees and other academic qualifications

Employer’s name:

Employer’s address:

 Postcode:

Telephone: E-mail:

Job Title:

**PROFESSIONAL EXPERIENCE**

Please attach

* A copy of your current CV, with individual items of experience numbered sequentially
* Two completed Sponsor’s Authentication forms
* A complete set of thirteen Senior Route Competence Records, cross referenced to your CV
* A CPD record for the two year period prior to making this application
* The current Senior Route fee

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

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

(Please tick)

* An 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.

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

**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 ……………………....

|  |
| --- |
| SEND TO: education@ciht.org.uk |

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

**Candidate’s Name**……………………………………………………………………………………

**Sponsor’s Name (PRINT)**…………………………………………………………… ……………….

**Sponsor’s Professional Qualifications** ……………..……………….…………………………….

**Sponsor’s Address**………………………….……………………….………………………….……

…………………………………….……………………….…………………………………….………

**Postcode**……………………………………………**Tel No**………………………………………….

**E-Mail** …………………………………….………………………………………………………………

**Sponsor’s Employer**……………………………………………………………………………………

**Sponsor’s Position in the Organisation**……………………………………………………………

**Sponsor’s Employer’s Address** …………….…………………………….…………………………

…………………………………….……………………….………………………….……………………

…………………………………….……………………….………………………….…**Postcode**……………………………

I confirm that at the time, the working relationship between the candidate and me is/was as follows:

**Working** **Relationship with Candidate**

…………………………………………………………………………………………….

…………………………………………………………………………………………….

…………………………………………………………………………………………….

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

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

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

**Candidate’s Name**……………………………………………………………………………………

**Sponsor’s Name (PRINT)**…………………………………………………………… ……………….

**Sponsor’s Professional Qualifications** ……………..……………….…………………………….

**Sponsor’s Address**………………………….……………………….………………………….……

…………………………………….……………………….…………………………………….………

**Postcode**……………………………………………**Tel No**………………………………………….

**E-Mail** …………………………………….………………………………………………………………

**Sponsor’s Employer**……………………………………………………………………………………

**Sponsor’s Position in the Organisation**……………………………………………………………

**Sponsor’s Employer’s Address** …………….…………………………….…………………………

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…………………………………….……………………….………………………….…**Postcode**……………………………

I confirm that at the time, the working relationship between the candidate and me is/was as follows:

**Working** **Relationship with Candidate**

…………………………………………………………………………………………….

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

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

|  |  |
| --- | --- |
| **Candidate’s Name:** | **Overall Competence Level claimed****within this unit (E or P):** |
| **Section A****Unit 1 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’s Name:** | **Overall Competence Level claimed****within this unit (E or P):** |
| **Section A****Unit 2 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’s Name:** | **Overall Competence Level claimed****within this unit** **: P** |
| **Section A****Unit 3 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’s Name:** | **Overall Competence Level claimed****within this unit (E or P):** |
| **Section A****Unit 4 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’s Name:** | **Overall Competence Level claimed****within this unit (E or P):** |
| **Section A****Unit 5 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’s Name:** | **Overall Competence Level claimed****within this unit (E or P):** |
| **Section A****Unit 6 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’s Name:** | **Overall Competence Level claimed****within this unit (A, E or P):** |
| **Section A****Unit 7 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’s Name:** | **Overall Competence Level claimed****within this unit (A, E or P):** |
| **Section A****Unit 8 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’s Name:** | **Overall Competence Level claimed****within this unit (A, E or P):** |
| **Section A****Unit 9 Travel Planning** |

|  |  |  |  |
| --- | --- | --- | --- |
| **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’s Name:** | **Overall Competence Level claimed****within this unit (A, E or P):** |
| **Section A****Unit 10 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** |
|  |  |  |  |

|  |  |
| --- | --- |
| **Candidate’s Name:** | **Overall Competence Level claimed****within this unit** **: P** |
| **Section B****Unit B1 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’s Name:** | **Overall Competence Level claimed****within this unit** **: P** |
| **Section B****Unit B2 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’s Name:** | **Overall Competence Level claimed****within this unit** **: P** |
| **Section B****Unit B3 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** |
|  |  |  |  |

**CPD Record**

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