



## **TPP GUIDANCE NOTES FOR CANDIDATES**

### **Note 3**

#### **TPP Standard Route**

### **PORTFOLIO OF TECHNICAL KNOWLEDGE (PTK): GUIDANCE, TEMPLATE AND PRO-FORMA**

March 2022

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

1.1 This TPP Guidance Note 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 Guidance Note 1, if you are planning to make a PTK application, you must:

- be a member of the Chartered Institution of Highways and Transportation (CIHT) and/or the Transport Planning Society (TPS), and/or a professional institution recognised by CIHT and TPS (e.g. CILT)
- have a 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 As outlined in Guidance Note 1, the TPP requirements were subject to review and enhancement by the Institution after 10 years of operation. This PTK Guidance Note, along with other TPP documents, has been updated as a result.

1.5 Your PTK submission should comprise:

- a PTK application form (see the Annex to this Guidance Note);
- 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 (T1 to T6) and **two** of the four Additional Technical Skill Units (T7 to T10), using a maximum 500 words per unit (see the pro-forma in the Annex);
- a two-year CPD record (minimum 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.
- Appendices containing certificates or other documentation in support of your evidence, which are clearly cross-referenced to your Evidence.

## 2. Knowledge 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 Guidance Note. (NB: there are no specific Knowledge requirements associated with the three Professional Skill Units).

2.2 The PTK Assessors will need 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 product;
- 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 studying 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.

### **3. Assessment**

3.1 Your PTK will be allocated to two assessors. They will make their assessment and 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 of the assessment in writing within eight weeks of receipt of the PTK submission.

3.2 If successful, you will be invited to submit a Portfolio of Evidence and attend a Professional Review interview. If your PTK assessment is unsuccessful, you will be provided with 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 (PTK) complies with all the requirements set out in the Guidance Note. 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 (minimum 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:
First name(s):	Family name:
Date of birth:	
Full postal address:	
Postcode	
Telephone:	E-mail:
CIHT membership no:	TPS membership no:
Membership no. of other recognised professional institution (e.g. CILT):	
Employer:	
Employer address:	
Telephone:	E-mail:
Job title:	

### Portfolio of Technical Knowledge

Please find enclosed:

- |                               |                          |
|-------------------------------|--------------------------|
| CV                            | <input type="checkbox"/> |
| CPD Record                    | <input type="checkbox"/> |
| Completed Evidence Forms (x8) | <input type="checkbox"/> |

### Important undertaking to be signed by the Candidate

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

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

**Please submit an electronic copy of your application as one continuous PDF file to**  
[education@ciht.org.uk](mailto:education@ciht.org.uk)

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



**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 the [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**.....

*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 Technical Units and two of the four Additional Technical Units. That is, eight completed Evidence forms.*

*You may 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.*

<b>Candidate Name:</b>	
<b>Unit T1 - The Policy Context</b>	<b>Status: Mandatory</b>  <b>WORD COUNT: .....</b>
<p><b>Knowledge Requirements</b></p> <p>You need to demonstrate that you have obtained <b>Knowledge</b> of the relevant policy context within which transport policies, plans and schemes are developed, financed, assessed, monitored and reviewed, as well as the interrelationship between transport and wider land-use, economic, social and environmental policies, whether in their development or application. Your assessors will be looking for evidence that you have clearly understood the key aspects of:</p> <ul style="list-style-type: none"> <li>• the principal relevant national, regional and local policies, their key objectives and the way they influence how we plan for our communities</li> <li>• the structure and responsibility of the different levels of government relating to the development and/or delivery of policies, plans and schemes, the management of transport systems and the delivery of transport services</li> <li>• the development and/or assessment of transport policy at different spatial scales, and how transport supports the development and/or delivery of wider policy</li> <li>• the use of policy and objectives in developing options and cases for investment, scheme appraisal, prioritisation, financing and programming, and in monitoring and reviewing the performance of transport policies and programmes</li> <li>• how changes in policy may influence the development and use of transport, and how policy itself is influenced and can be influenced by key trends and/or emerging concepts, uncertainties, technologies and behaviours</li> <li>• debate in the profession and the wider public about the key strengths and weaknesses of current policies and how they might be improved</li> <li>• the impact of different approaches to finance, and the different funding sources in private and public sectors, and how to work within them</li> </ul>	
<p><b>Candidate Evidence</b></p>	



**Candidate Name:**

## Unit T3 – Data

**Status: Mandatory**

**WORD COUNT: .....**

## 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, schemes and services. Your assessors will be looking for evidence that you have clearly understood the key aspects of:

- the principal sources of transport statistics and data, and their key characteristics including any limitations
- the methods of data collection used for transport planning, and their relative strengths and weaknesses, including quality of the resulting data
- the principles and practise of transport data processing and analysis and their relative strengths and weaknesses
- emerging sources of data, particularly as a result of new technologies
- how to deal with uncertainty and socio-economic bias in the different types of data collection and analysis.

## Candidate Evidence

<b>Candidate Name:</b>	
<b>Unit T4 – Transport models and forecasting</b>	<b>Status: Mandatory</b>  <b>WORD COUNT: .....</b>
<b>Knowledge Requirements</b> You need to demonstrate that you have obtained <b>Knowledge</b> 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 you clearly understand the key aspects of: <ul style="list-style-type: none"> <li>• The different approaches to forecasting, including scenario planning, causal modelling and continuing current trends, their strengths and weaknesses and how they deal with uncertainty</li> <li>• The ways in which transport interventions influence demand and thus the forecasts, and methods for comparing how different strategies will produce different futures</li> <li>• the principles, key characteristics and use of the main types of single-mode and multi-modal transport models, including spreadsheet modelling, GIS, spatial analysis, accessibility models, behavioural models, cross-sectional and longitudinal models, and aggregate and disaggregate models</li> <li>• why models are being used and which models are most appropriate in different contexts and for different purposes</li> <li>• how choice of model influences future forecasts and how model outputs appropriate to the modelling task in hand should be specified, interpreted and communicated</li> <li>• the principles of transport model system design, specification, calibration/estimation and validation, and forecasting, including the role of data in all stages of modelling</li> <li>• international, national and local guidance relevant to the analytical tool being used</li> <li>• the role and importance of transport forecasting and modelling, including considering any limitations and making them transparent, identifying and addressing uncertainty.</li> </ul>	
<b>Candidate Evidence</b>	

## Unit T5 Appraisal and Evaluation

**Status: Mandatory**

**WORD COUNT: .....**

## Knowledge Requirements

- the principles and key characteristics of the full range of assessment techniques used in transport planning, including cost benefit and objectives led appraisal, and their strengths and weaknesses ; and how they relate to economic, safety, environmental, sustainability, land use and financial impacts
- the principles of monitoring the performance and impacts of transport policies, plans and schemes, including important interactions between classes of impact, the distribution of impacts, and the key underlying economic and statistical principles
- the practical application of the different techniques including cost benefit analysis, multi-criteria assessment, and option assessment frameworks and their strengths and weaknesses
- how uncertainty is handled in the different appraisal techniques
- national and local guidance, its practical implementation and its strengths and weaknesses.

## Candidate Evidence



<b>Candidate Name:</b>	
<b>Unit T6 - Stakeholder Engagement</b>	<b>Status: Mandatory</b>  <b>WORD COUNT: .....</b>
<b>Knowledge Requirements</b> <p>This unit covers the engagement of stakeholders in the development of transport policies, plans, schemes and services. Relevant stakeholders include local authority officers and members, regional and national government bodies, transport operators, statutory consultees, special interest groups, private sector businesses and organisations, the media, third sector organisations, community groups and members of the public. Effective engagement involves communicating ideas, obtaining knowledge, understanding perspectives and building consensus.</p> <p>Your assessors will be looking for evidence that your <b>Knowledge</b> covers the key aspects of:</p> <ul style="list-style-type: none"> <li>• the principles of stakeholder engagement in the development of transport policies, plans, projects and services</li> <li>• how to understand and acknowledge the impacts of transport plans and projects on individuals as well as society as a whole</li> <li>• how to make transparent the recognition of a wide range of views and demonstrate empathy and recognition of different points of view</li> <li>• when it is appropriate to initiate stakeholder engagement at various stages of a project</li> <li>• what engagement techniques are suitable for different types of stakeholders and circumstances (e.g. stakeholder meetings, workshops, interviews, surveys, focus groups, community and public consultation events and programmes) and their relative strengths and weaknesses</li> <li>• potential for bias in the engagement process and how this can be managed / mitigated</li> <li>• the role of digital technology and social media in stakeholder engagement.</li> </ul>	
<b>Candidate Evidence</b>	

## Unit T7 - Developing strategic and master plans for transport

**Status: Additional (two to be completed)**

**WORD COUNT: .....**

## Knowledge Requirements

If this is one of your chosen Additional Technical Units you need to demonstrate that you have obtained **Knowledge** of the process of developing local, regional or national transport plans covering multiple modes for the medium to longer term and the transport inputs to site or geographic area specific masterplans. Your assessors will be looking for evidence that you clearly understand the key aspects of:

- the principal interrelationships between all transport modes, and between transport and economic activity, land use and the environment in the development of such plans
- the principles of planning practice in the development of such plans
- the key components of such plans and the stages in their development
- determining priorities in the delivery or implementation of plans
- procedures for obtaining the participation of stakeholders in plan development
- the procedures for the formal adoption of transport plans prepared by local, regional or national authorities
- the procedures for the formal approval of masterplans for specific sites or areas and their environs
- the potential conflict of interests between local and strategic objectives and how to reconcile them.

## Candidate Evidence

<b>Candidate Name:</b>	
<b>Unit T8 - Applying the principles of transport systems design</b>	<b>Status: Additional (two to be completed)</b>  <b>WORD COUNT: .....</b>
<b>Knowledge Requirements</b> If this is one of your Chosen Additional Technical Units, your assessors will be looking for evidence of <b>Knowledge</b> relating to application of systems design for all modes to the development of transport interventions, taking into account: <ul style="list-style-type: none"> <li>• the requirements and experience of end users</li> <li>• the requirements of wider stakeholders, operators and transport authorities</li> <li>• how transport systems contribute to achieving overall policy goals in particular a sustainable future for the economy, society and the environment</li> <li>• the relationships within an integrated network including accessibility, security, and health and safety, and how this knowledge can be used to develop and implement innovative solutions to prevailing problems</li> <li>• the main data sources relating to the principal performance and other key characteristics of transport systems for local, rural and inter-urban transport, including non-motorised travel</li> <li>• the operating and practical constraints of the main transport modes and systems</li> <li>• the principal interrelationships between transport, economic activity and land use</li> <li>• emerging trends in technology in relation to vehicles, infrastructure, communication systems which do not directly involve travel, and user interfaces</li> <li>• current transport statutory and regulatory requirements, guidance and procedures and best practice relating to development, planning, design and implementation of transport systems and to design for accessibility, safety and personal security.</li> </ul>	
<b>Candidate Evidence</b>	

<b>Candidate Name:</b>	
<b>Unit T9 - Changing Travel Behaviour</b>	<b>Status: Additional (two to be completed)</b>  <b>WORD COUNT: .....</b>
<b>Knowledge Requirements</b> If this is one of your Chosen Additional Technical Units, your assessors will be looking for evidence of <b>Knowledge</b> relating to the key aspects of changing travel behaviour, and how this can be influenced in order to improve economic, social and environmental sustainability, including: <ul style="list-style-type: none"> <li>• the most significant socio-economic, health and environmental consequences of travel by different modes</li> <li>• the opportunities for, and barriers to, successfully changing travel behaviour</li> <li>• the wide range of different approaches that can be taken to target a change in travel behaviour (whether, when, how and where people choose to travel), and the appropriateness of these approaches in different settings</li> <li>• ways of identifying the existing travel patterns of those whose behaviour it is intended to try to change</li> <li>• typical approaches that can be implemented to bring about changes in travel behaviour, and the ways in which they can be communicated and promoted</li> <li>• methods of evaluation to determine the effectiveness of intervention, and their respective strengths and weaknesses</li> <li>• the availability and nature of possible capital and revenue funding streams to support changes in travel behaviour, and how they can be used to support and complement large infrastructure schemes and other concurrent interventions</li> <li>• the importance of monitoring trends and understanding how travel behaviour is changing over time.</li> </ul>	
<b>Candidate Evidence</b>	

<b>Candidate Name:</b>			
<b>Unit T10 - Commercial and operational management of transport systems</b>	<b>Status: Additional (two to be completed)</b>  <b>WORD COUNT: .....</b>		
<p><b>Knowledge Requirements</b></p> <p>If this is one of your chosen Additional Technical Units, your assessors will be looking for evidence of <b>Knowledge</b> relating to the key aspects of:</p> <ul style="list-style-type: none"> <li>the operational and commercial management of transport systems and services, including specific elements of those systems and services and the differences between public and private provision and how they interface</li> <li>how technology (e.g. Mobility as a Service) is changing the way in which transport systems are operated and managed</li> <li>current statutory and regulatory requirements, guidance, best practice and procedures relating to the operational and commercial management of transport systems and services</li> <li>how to assess the possible impacts of laws, regulations, staff agreements and similar constraints on implementing changes in transport system management</li> <li>the impact of new and emerging technologies on the operation and management of the transport network</li> <li>cycle-sharing and car-sharing</li> <li>the changing nature of the logistics industry, and how it is driven by retail and technological trends</li> <li>the nature of commercial risk in transport operations and how to manage it</li> <li>different approaches to financial transactions in transport systems and other user charging</li> <li>how to identify possible sources of, and bid for, funding for management schemes for transport.</li> </ul> <p>You can demonstrate that knowledge in the context of walking, cycling, public and private transport, domestic freight or international transport of goods or people:</p> <table border="1" style="width: 100%; border-collapse: collapse; margin-top: 10px;"> <tr> <td style="width: 50%; padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> <li>pedestrian and cycle routes and networks</li> <li>area-wide traffic and environmental management</li> <li>traffic control systems</li> <li>traffic and parking information systems</li> <li>transport safety</li> <li>road user charging/user toll systems</li> <li>area-wide on-street parking</li> <li>off-street public parking</li> <li>are-wide employee parking</li> <li>vehicle sharing systems</li> <li>on-demand services</li> <li>shared mobility</li> <li>bus network and service design</li> <li>bus operations</li> </ul> </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> <ul style="list-style-type: none"> <li>bus location and arrival time systems</li> <li>public transport fares and ticketing systems</li> <li>voluntary and community transport</li> <li>rail operations</li> <li>transport information systems</li> <li>aviation operations</li> <li>road freight distribution systems</li> <li>inter modal freight systems</li> <li>logistics systems</li> <li>enforcement systems</li> <li>maintenance and asset management systems.</li> </ul> </td> </tr> </table>		<ul style="list-style-type: none"> <li>pedestrian and cycle routes and networks</li> <li>area-wide traffic and environmental management</li> <li>traffic control systems</li> <li>traffic and parking information systems</li> <li>transport safety</li> <li>road user charging/user toll systems</li> <li>area-wide on-street parking</li> <li>off-street public parking</li> <li>are-wide employee parking</li> <li>vehicle sharing systems</li> <li>on-demand services</li> <li>shared mobility</li> <li>bus network and service design</li> <li>bus operations</li> </ul>	<ul style="list-style-type: none"> <li>bus location and arrival time systems</li> <li>public transport fares and ticketing systems</li> <li>voluntary and community transport</li> <li>rail operations</li> <li>transport information systems</li> <li>aviation operations</li> <li>road freight distribution systems</li> <li>inter modal freight systems</li> <li>logistics systems</li> <li>enforcement systems</li> <li>maintenance and asset management systems.</li> </ul>
<ul style="list-style-type: none"> <li>pedestrian and cycle routes and networks</li> <li>area-wide traffic and environmental management</li> <li>traffic control systems</li> <li>traffic and parking information systems</li> <li>transport safety</li> <li>road user charging/user toll systems</li> <li>area-wide on-street parking</li> <li>off-street public parking</li> <li>are-wide employee parking</li> <li>vehicle sharing systems</li> <li>on-demand services</li> <li>shared mobility</li> <li>bus network and service design</li> <li>bus operations</li> </ul>	<ul style="list-style-type: none"> <li>bus location and arrival time systems</li> <li>public transport fares and ticketing systems</li> <li>voluntary and community transport</li> <li>rail operations</li> <li>transport information systems</li> <li>aviation operations</li> <li>road freight distribution systems</li> <li>inter modal freight systems</li> <li>logistics systems</li> <li>enforcement systems</li> <li>maintenance and asset management systems.</li> </ul>		

**Candidate Evidence**



## **Appendices**

*You may 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 provided below. 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, reviewing the usefulness of the outputs against the individual's development needs; and totalling at least 25 hours a year of relevant development activity.*



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

## CPD Record Sheet

Name .....

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

[illegible]