



TPP GUIDANCE NOTES FOR CANDIDATES

Note 4

TPP Standard Route

TECHNICAL REPORT: GUIDANCE, TEMPLATE AND PRO-FORMA

March 2022

1. The Technical Report

1.1 This TPP Guidance Note 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 Note 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/or a professional institution recognised by CIHT and TPS (e.g. CILT) and
- do not have a 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, through work-based learning and training, to proceed to the TPP Professional Review.

2. The Evidence

There are two stages in 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;

Your synopsis will be considered by two assessors. If your synopsis is accepted, you will be invited to progress to Step 2. If the assessors are not satisfied, you will be 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 or CILT 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 (T1-T6) and two of the four Additional Technical Skill Units (T7-T10). You are not required to address the Professional Skill Units P1 to P3 in your Technical Report.

3. Assessment

3.1 Your assessors will undertake an assessment of your Technical Report and make a recommendation to the TPP Professional Standards Committee. 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 (see Guidance Note 2).

3.2 It is the aim of the TPP Professional Standards Committee to notify candidates of their assessment outcome in writing within eight weeks of receiving your submission.

3.3 If you are unsuccessful you will be provided with 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.



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 words

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:
Employer's name:	
CIHT membership no:	TPS membership no:
Membership no. of other recognised professional institution (e.g. CILT):	
Job title:	
Telephone:	E-mail

Please find enclosed:

- ☐ CV and Brief Career History
- ☐ Technical Report Synopsis
- ☐ 2-year CPD record

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.

SIGNED

DATE

Please submit an electronic copy of your application as one continuous PDF file to
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

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 fromtoSheet of

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