



## TPP GUIDANCE NOTES FOR CANDIDATES

### Note 2

#### Portfolio of Evidence and Professional Review:

#### Guidance

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## 1. Standard Route Requirements

1.1 This TPP Guidance Note for Candidates is concerned with the preparation and submission of your Portfolio of Evidence and the subsequent Professional Review Interview. 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
- can demonstrate that you have the necessary underpinning knowledge through
  - completion of an approved training scheme, **or**
  - the award of a TPP-approved Transport Planning Masters degree, **or**
  - successful submission of a Portfolio of Technical Knowledge, **or**
  - successful submission of a Technical Report.

and that you

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

## 2. 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
<b>Professional Units</b>		
P1	Leadership	P
P2	Communication and Collaboration Skills	P
P3	Personal Commitment to Professional Standards and the Profession	P
<b>Core Technical Units</b>		
T1	The Policy Context	E
T2	Laws and Regulations	E
T3	Data	P
T4	Transport Models and Forecasting	E
T5	Appraisal and Evaluation	E
T6	Stakeholder Engagement	E
<b>Additional Technical Units</b>		
T7	Developing Strategic and Master Plans for Transport	A

T8	Applying the Principles of Transport System Design	A
T9	Changing Travel Behaviour	A
T10	Commercial and Operational Management of Transport Systems	A

You must then choose the following:

- Three Technical Skill Units (T1-T10), in addition to Data, in which to demonstrate Proficiency, and
- One Additional Technical Skill Unit (T7-T10) in which to demonstrate Experience unless you have already chosen one of these units in which to demonstrate Proficiency.

### 3. The Portfolio of Evidence

3.1 To demonstrate that your competence satisfies the qualification requirements, you must prepare a Portfolio of Evidence using the standard template and pro-forma Submission dates are given on the TPP website [Transport Planning Professional | CIHT](#)

3.2 You must submit your Portfolio together with a completed Professional Review Application form. Your Portfolio of Evidence will be sent to the reviewers and the application form is for internal processing.

3.3 Your Portfolio must include:

- copies of your relevant academic qualification certificates, authenticated by your line manager or mentor and/or a certificate confirming completion of an approved graduate training or professional development scheme,
- a full CV, describing your education, positions held and experience to date,
- an organisational chart showing where you fit within your employing organisation, including key responsibilities and reporting lines,
- a Project Synopsis, of no more than 1,200 words describing up to three projects that demonstrate the breadth and depth of your competence relative to the Technical and Professional skill units to the competence level that you have claimed in your portfolio. The term “project” can refer to a discrete task within a larger project. The synopsis or, more likely, one of the projects within the synopsis, will form the basis of a 10 minute presentation made by you at the beginning of your Professional Review interview,
- completed Competence Record Forms (CRFs) for each of the Professional and Technical Skill Units (using the standard pro-forma). You should use these to demonstrate, concisely, your competence at the appropriate level. The word limit for each CRF is 500 words +/- 10%,
- 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.

- a Professional Development Plan which includes:
    - a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis that identifies your professional development priorities, and
    - a Personal Progression Plan, showing your plans for professional development activities for the next two years.
- A [template](#) is available to download from the CIHT website but it is not mandatory to use this format.

3.4 You may include additional documents, such as project reports or technical papers, in appendices, to supplement information given in your Project Synopsis and/or CRFs. However, if such documents are used, they must be of direct relevance to an item included in the Project Synopsis or CRFs. The relevant text must be referred to by page and paragraph number(s), so the reviewers can easily and rapidly identify the relevant material. References to appendices should be limited in number. You should not assume that the reviewers will read appendices unless precise cross references are provided.

3.5 The Portfolio of Evidence is the reviewers' main source of information on your competence, supplemented through the Professional Review interview. It is therefore important that you prepare your portfolio with care, making sure it fully reflects the breadth and depth of your competence in both transport planning and management skills. If you have successfully submitted a Portfolio of Technical Knowledge (PTK) or a Technical Report, you are free to draw upon the same material when completing your project synopsis and CRFs. You should note that your reviewers will not have seen your PTK or Technical Report. A Portfolio of Evidence contents checklist is provided in the Annex to this Guidance Note.

3.6 Although you should take note of advice given here and by your mentor, you are responsible for deciding how to present the information required, and for preparing it. It is essential that the content of your Portfolio of Evidence is entirely your own work.

3.7 A key skill of any professional transport planner is being able to communicate well, orally and in writing. Thus, the portfolio that you submit should reflect your ability to communicate in writing. It must be informative and succinct. Those reviewing the portfolio must be able to understand easily what your involvement was in each project. Your ability to communicate well orally will be tested during the interview.

3.8 In preparing your Project Synopsis, you should select a project or projects which clearly demonstrate your competence across the Technical and Professional Skill Units, in both breadth and depth.

3.9 It is also important that, within both your Project Synopsis and CRFs, you focus on the roles that you, as an individual, played and on what you did. Even though you will probably have worked as a member of a team, the Professional Review is about your competence; it is not about your team's work.

3.10 In preparing each CRF, evidence from a number of different projects (or other activities that demonstrate your relevant competence) will usually demonstrate your competence better than concentration on a single project. It is essential that the evidence relating to each project, or other activity, is described separately and illustrates the level of competence achieved.

3.11 It is important that you use the CRFs to demonstrate the breadth of your competence across a variety of modes.

3.12 As outlined in Guidance Note 1, the TPP requirements were subject to review and enhancement after 10 years of operation. This Professional Review Guidance Note, along with TPP Guidance Notes – March 2024  
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other documents, has been updated as a result. The review identified a number of issues that should be taken into account in preparing your CRFs:

- the concept of “constructive challenge”, being the capability of a professional transport planner to have demonstrated his or her preparedness to use experience to query the work of others or the conclusions drawn from that work. This can be demonstrated in any or all of the Units.
- The acceptance of, and response to, uncertainty.
- The approach to Continued Professional Development (CPD). CPD is now explicitly included in Skill Unit P3.

The application of “constructive challenge”, in particular, is most likely to be apparent in Technical Units where you wish to claim “Proficiency”. Think carefully about your experience and select appropriate examples to include in your CRFs to provide evidence for the reviewers.

3.13 A sample pro-forma for the recording of CPD is provided in the Annex to this Section of the Guidance. However, you may use an alternative system for recording CPD activity, for example that adopted by your employer or 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.

3.14 Your Professional Development Plan should commence with a personal profile outlining your:

- qualifications,
- experience, and
- career aspirations, in broad terms

3.15 Your SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis should identify your professional development priorities.

Under *Strengths*, you should consider:

- what you do well
- what unique resources you can draw on
- what others see as your strengths

Under *Weaknesses*, you should consider:

- what you could improve
- where you have fewer resources than others
- what others are likely to see as your weaknesses

Under *Opportunities*, you should consider:

- what career opportunities are open to you
- what trends you could take advantage of
- what learning opportunities are available

Under *Threats*, you should consider:

- what trends could harm you
- what others are doing which could disadvantage you
- what threats your weaknesses expose you to

3.16 Your Personal Progression Plan should show your planned professional development activities for the next two years. The Plan should build on your SWOT analysis, and should list the knowledge, skills and experience that you need to obtain, and how you are going to meet those needs.



3.17 Once you have submitted your Portfolio of Evidence, this will be sent to two reviewers whose specialisms are closely aligned to the Units in which you have declared proficiency. You will not be invited to proceed to a Professional Review interview if your reviewers consider that your Portfolio of Evidence is of an unsatisfactory standard and, based on the evidence submitted, you would not be able to demonstrate competence to the required standard at interview.

3.18 In line with the Equality Act 2010, we will be proactive in making appropriate “reasonable adjustments” for applicants who require them. If you wish to request reasonable adjustments to the professional review assessment process, early notification would be helpful (i.e. prior to submission of the Portfolio of Evidence) to allow sufficient time for the adjustments to be considered and necessary arrangements put in place. Requests should be sent to [education@ciht.org.uk](mailto:education@ciht.org.uk)

#### **4. The Professional Review Interview**

4.1 The Professional Review interview is the means by which you can demonstrate that you have achieved the required level of competence and commitment to be awarded the TPP qualification. It also confirms that your oral communication skills are of the standard required of a professional transport planner.

4.2 The interview is conducted by two trained reviewers who are experienced transport planners and is usually held online. It is possible that a new reviewer, being trained, or an independent auditor might be present, but they will only be observing – they will not take part in your interview or the subsequent assessment.

4.3 Before the interview, the reviewers will have studied your Portfolio of Evidence and formulated a set of questions they plan to ask.

4.4 You should check all the materials you are planning to use at your interview in advance, and then relax. For both online and face-to-face reviews, you should ensure that your laptop is fully charged and that your presentation works as required. For online reviews you should ensure that MSTeams is correctly installed and is working and that you have a good internet connection.

4.5 The interview normally lasts around 90 minutes. Following brief introductions, you will be asked to make a pre-prepared 10-minute presentation on one or more of the projects described in your Project Synopsis. The reviewers will not normally interrupt during the course of the presentation other than, if necessary, to remind you of your use of the time allocated. If the presentation is not completed within 10 minutes, the reviewers might ask you to stop. Indeed, the ability to present key information succinctly and effectively within a precise time window is an important aspect of your oral communication skills.

4.6 It is recommended that you provide a copy of your presentation before you commence your interview.

4.7 While you may use illustrative materials, such as reports, plans and photographs, to complement your presentation, you must consider the ease with which the reviewers will be able to see, and understand, this material, bearing in mind the time allocated for the presentation.

4.8 On completion of your presentation, the reviewers may seek to clarify any uncertainties, whilst also testing your knowledge and understanding. Thus, it is important, in selecting your project or projects, that you choose ones in which you played a key role, and about which you have a thorough understanding.



4.9 The reviewers will then ask you about other work described in your Portfolio of Evidence, and in your CRFs in particular. Your reviewers will not necessarily ask about the units in order, and they may ask you questions that cover both a professional and technical unit.

4.10 It is important that you appreciate that the reviewers are seeking to assess your all- round competence as a professional transport planner and may, therefore, ask you questions about any other topic covered by the Technical and Professional units to help with their assessment of your professional competence.

4.11 Before the end of the interview, you will be given the opportunity to make any additional points. You will not be told the outcome of your Professional Review on the day.

## **5. The Outcome and Notification of Results**

5.1 After the interview, the reviewers complete a review report form and agree a joint result recommendation. The reviewers' recommendation is considered by the TPP Professional Standards Committee, along with the Portfolio of Evidence, and a final decision reached.

5.2 You will be notified of the outcome of your Professional Review by email usually within eight weeks of the interview. If you are unsuccessful, you will be given guidance on areas in which you need to improve or gain additional experience.

5.3 The names of successful candidates are placed on the TPP Register, which is held by CIHT and TPS. In addition to annual membership fees, successful TPP candidates are required to pay an annual registration fee.

5.4 Successful TPP candidates are eligible for conferment of the title Chartered Transport Planning Professional.

## **6. Appeals Procedure**

6.1 Candidates who have not been successful and consider their result to have been unjust have the right of appeal. Appeals must be received in writing within three weeks of receiving the result and an appeal fee is payable. The Appeals Procedure is available from [education@ciht.org.uk](mailto:education@ciht.org.uk)