



TPP GUIDANCE NOTES FOR CANDIDATES

Section 2

TPP STANDARD ROUTE

Portfolio of Evidence and Professional Review:

Guidance, Template and Pro-formas

1. Underlying Standard Route Requirements

This Section of the TPP Guidance Notes for Candidates is concerned with the preparation and submission of your Portfolio of Evidence and the subsequent Professional Review. It assumes that you:

- are a member of the Chartered Institution of Highways and Transportation (CIHT) and/or the Transport Planning Society (TPS); and
- can demonstrate that you have the necessary learning through having
 - a UK Honours degree, or equivalent, and completed an approved graduate training scheme, **or**
 - an approved Transport Planning Masters degree, **or**
 - a UK Honours degree, or equivalent, and successfully submitted a Portfolio of Technical Knowledge, **or**
 - successfully submitted a Technical Report.

and that you

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

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 application for a TPP Professional Review. 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

2. Competence Requirements

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	Working within 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
Additional Technical 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
Management Units		
B1	Professional leadership	P
B2	Interpersonal skills	P
B3	Commitment and professional conduct	P

You must then choose the following:

- Three Technical Skill Units (A1-A10), in addition to Data, in which to demonstrate Proficiency, and
- one Additional Technical Skill Unit (A7-A10) 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-formas shown in the Annex to this Guidance and available in Word format from education@ciht.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

Your Portfolio must include:

- a completed Professional Review application form (using the standard pro-forma) including a passport-sized photograph signed on the back by your line manager, who must also write their name and job title, and
- copies of your relevant academic qualification certificates, authenticated by your line manager or mentor and/or a certificate demonstrating 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 management skill units to the competence level that you have indicated 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 15-20 minute presentation made by you at the beginning of your Professional Review interview.
- completed Competence Record Forms (CRFs) for each of the Technical and Management Skill Units (using the standard pro-formas). You should use these to demonstrate, concisely, your competence at the appropriate level. The main text of each CRF should not exceed 500 words.
- 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. The record should be authenticated and signed by a line manager or sponsor.
- 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.

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.

- 3.2 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 had approved a Portfolio of Technical Knowledge (PTK) or a Technical Report, you are free to draw upon material from there in completing your project synopsis and CRFs, but 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 Section of the Guidance.
- 3.3 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.
- 3.4 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.
- 3.5 In preparing your Project Synopsis, you should select a project or projects which clearly demonstrate your competence across the Technical and Management Skill Units, in both breadth and depth.
- 3.6 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.
- 3.7 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.
- 3.8 It is important that you use the CRFs to demonstrate the breadth of your competence across a variety of modes.
- 3.9 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 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.

- 3.10 Your Professional Development Plan should commence with a personal profile outlining your:
- qualifications,
 - experience, and
 - career aspirations, in broad terms
- 3.11 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

- 3.12 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.

4. The 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. 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 plan to arrive early, so you can check all the materials you are planning to use, and then relax. If you are using a laptop for your presentation, it is advisable to boot it up just before the interview, to avoid using interview time for this. You should also ensure that the laptop is fully charged before setting out for the interview, and that your presentation works as required.
- 4.5 The interview normally lasts between 75 and 90 minutes. Following brief introductions, you will be asked to make a pre-prepared 15 - 20 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 20 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 both reviewers with A4 hard copies of your presentation before you commence. You may also use larger paper copies, a flip chart no larger than A2 (which you must provide), or your own laptop screen to make your presentation, but no digital projector or overhead projector will be available.
- 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.
- 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

questions about any other topic covered by the technical and management skill 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 letter, 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 CIHT or TPS annual membership fees, successful TPP candidates are required to pay an annual registration fee.

6. Appeals Procedure

- 6.1 Candidates who have not been successful and consider their result to have been unjust have the right of appeal. (see **Appendix 3** within these Guidance Notes)



Annex to Section 2

Standard Route - Portfolio of Evidence

Submission Template, including checklist and pro-formas

Advice

It is essential that your Portfolio of Evidence 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 Portfolio have been grouped within the template into 4 parts, as also illustrated in the checklist.

Transport Planning Professional

Standard Route

Portfolio of Evidence

Candidate:

Employer:

Date of submission:

Version: November 2013

Template p1

Submission Checklist

Check	Item
	Part 1 – Personal information
	Completed Professional Review application form – see pro-forma
	Passport size photograph, authenticated by line manager, or other person in authority
	Authenticated copy of university first degree certificates, except for candidates who have successfully submitted a Technical Report
	Copy of NARIC statement of comparability for candidates with a first degree obtained outside the UK
	Authenticated copy of an approved UK university transport Masters degree certificate, if appropriate
	Authenticated copy of a certificate of successful completion of an approved graduate training/professional development scheme in transport planning, if appropriate
	A full CV
	An organisation chart illustrating you current role and responsibilities
	Part 2 – Project synopsis
	A Project Synopsis, of up to three projects (max. 1,200 words in total)
	Part 3 – Competence record forms
	Ten completed Technical Skill CRFs (max. 500 words each) – see pro-formas
	Three completed Management Skill CRFs (max. 500 words each) – see pro-formas
	Part 4 – Personal development
	A two year CPD record (25 hours per year) – see optional pro-forma
	A SWOT analysis, identifying professional development priorities
	A two year Professional Development Plan
	Plus
	Any appendices, cross referenced from the Project Synopsis and CRFs
	The Professional Review fee cheque (made payable to CIHT)

Part 1: Personal Information

Part 1 of your Portfolio must include your:

- *Professional Review application form, completed in full, together with an authenticated, passport-sized photograph*
- *Authenticated copies of degree and other relevant certificates*
- *CV*
- *Organisation chart showing your position within your current employer's organisation*

**Please affix
photo here**

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:	

Sponsors

Note: Sponsors must be Members of CIHT or TPS and have at least 10 years experience in transport planning. They must be familiar with the Transport Planning Professional competencies and their support indicates that, in their professional judgement, the candidate has the knowledge and experience to meet the stated requirements.

PLEASE COMPLETE IN BLOCK CAPITALS

SPONSOR 1	Signature:
	CIHT/TPS Membership Number:
SPONSOR 2	Signature:
	CIHT/TPS Membership Number:

Technical Skill Units

Please enter **A** (Awareness), **K** (Knowledge), **E** (Experience) or **P** (Proficiency) in the relevant boxes below to indicate the competence level you intend to demonstrate for each Technical Skill Unit. See Section 2.1 of the Portfolio of Evidence and Professional Review Guidance.

Working within the policy context	
Applying laws and regulations	
Data	P
Transport models and forecasting	
Appraisal and evaluation	

Stakeholder engagement	
Developing strategic & master plans	
Principles of transport system design	
Travel planning	
Commercial & operational management	

Qualifications

Please list your Further/Higher education qualifications (e.g. HND/C, Bachelors degree, Masters degree)

Qualification title **Awarded by** **Date awarded**

.....
.....
.....

Note: Authenticated copies of all certificates should be included in your portfolio.

Important undertaking to be signed by the candidate

I declare that the information as to my education, experience, position and other matters is, in every respect, complete and accurate. **I enclose 3 full copies of my application form and portfolio.**

Signature **Date**
.....

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

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 Transport Planning Professional 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.

Signature **Date**

SEND TO: Education Dept, CIHT, 119 Britannia Walk, London, N1 7JE



Part 2: Project Synopsis

Part 2 of your Portfolio must comprise a one page summary detailing your role and contribution to a project or projects (maximum of three) of your choice. It must be no more than 1,200 words

The synopsis will form the basis of a 15-20 minute presentation you will be asked to make at the beginning of your Professional Review. The presentation should highlight your ability to meet the competency standards required as well as your ability to communicate effectively.



Part 3: Competence Record Forms (CRFs)

For each project, or other activity, described in each CRF, the appropriate competence level (A, K, E or P) achieved must be shown together with a brief statement of your role on that particular piece of work

*The template is in the form of a Word table, with five blank rows provided. However, there is no limit to the number of projects, or other pieces of work, you can include on each form; you can just add additional rows to the table, so long as **the total text you provide on each CRF does not exceed 500 words**,*

You may include additional information on particular projects, or other activities, in Appendices. If you do that, you must include references to the relevant Appendices within your descriptions.

Competence Record



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	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other activities you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



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	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



Candidate's Name:	Overall Competence Level claimed within this unit (P):
Section A Unit 3 Data	

Description of project or activity	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



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	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



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	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



Candidate's Name:	Overall Competence Level claimed within this unit (E or P):
Section A Unit 6 Stakeholder engagement	

Description of project or activity	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



Candidate's Name:	Overall Competence Level claimed within this unit (A, E or P):
Section A Unit 7 Developing strategic and master plans for transport	

Description of project or activity	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



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	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



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	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



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	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



Candidate's Name:	Overall Competence Level claimed within this unit (P):
Section B Unit 1 Professional leadership	

Description of project or activity	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



Candidate's Name:	Overall Competence Level claimed within this unit (P):
Section B Unit 2 Interpersonal skills	

Description of project or activity	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Competence Record



Candidate's Name:	Overall Competence Level claimed within this unit (P):
Section B Unit 3 Personal commitment to professional standards	

Description of project or activity	Describe what you did on this project or activity	Competence level achieved within this project or activity (A, K, E or P)

You may add as many extra rows as you need to cover all the projects and other pieces of work you want to include, provided the total text in the Description columns does not exceed 500 words

Part 4: Personal Development

Part 4 of your Portfolio should include your:

- **Continuing Professional Development Record**

This needs to show that you have been undertaking a minimum of 25 hours of Continuing Professional Development (CPD) a year for at least two years prior to making your application.

Your CPD records should be authenticated and signed by a line manager or mentor.

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.

- **Professional Development Plan**

Your Professional Development Plan should include:

- *a SWOT (Strengths, Weaknesses, Opportunities and Threats) analysis that identifies your professional development priorities, and*
- *a Personal Progression Plan, showing your planned professional development activities over the next two years.*



Include your SWOT analysis and Personal Development Plan here

**Appendices**

You can include additional material in support of your submission. However, any material included in an Appendix must be referenced in the relevant part of the main Portfolio.