**Transport Planning Professional**

**Standard Route**

**Portfolio of Evidence**

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

**Submission Checklist**

|  |  |
| --- | --- |
| **Check** | **Item** |
|  | Application Form |
| **Portfolio of Evidence** | |
|  | Part 1 – Personal information |
|  |  |
|  | Details of the levels of competence declared |
|  | Copy of qualification certificates (including a translated copy if not in English), if appropriate |
|  | Copy of a TPP-approved transport Masters degree certificate, if appropriate |
|  | Copy of a certificate of successful completion of an approved training/professional development scheme in transport planning (e.g. TPS Professional Development Scheme), if appropriate |
|  | A full CV |
|  | An organisation chart illustrating your 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 |
|  | Three completed Professional Skill CRFs (500 (+/- 10%) words each) – see pro-forma |
|  | Ten completed Technical Skill CRFs (500 (+/- 10%) words each ) – see pro-forma |
|  | Part 4 – Personal development |
|  | A two year CPD record (minimum 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 |

**Part 1: Personal Information**

*Part 1 of your Portfolio must include your:*

* *Details of the competence levels you have declared for each technical unit*
* *Copies of degree and/or other relevant certificates*
* *CV*
* *Organisation chart showing your position within your current employer’s organisation*

### 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.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| The Policy Context |  |  | Stakeholder Engagement |  |
| Laws and Regulations |  |  | Developing Strategic & Master Plans for Transport |  |
| Data | **P** |  | Applying the Principles of Transport Systems Design |  |
| Transport Models and Forecasting |  |  | Changing Travel Behaviour |  |
| Appraisal and Evaluation |  |  | Commercial & Operational Management of Transport  Systems |  |

**Qualifications**

Please list your post-school qualifications (e.g. HND/C, Bachelor’s degree, Master’s degree).Copies of all certificates should be included in your portfolio.

**Qualification title Awarded by Date awarded**

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**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.

###### Signature ……………………………………………… Date……………………………....

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

**Part 2: Project Synopsis**

*Part 2 of your Portfolio must comprise a summary (no more than 1,200 words) 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 10-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. 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*** (+/- 10%)***,***

*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.*

|  |  |
| --- | --- |
| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (P):** |
| **Professional Skills Section**  **Unit P1 Leadership**  **Total word count: …./500** (+/- 10%) |

|  |  |  |
| --- | --- | --- |
| **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.*

|  |  |
| --- | --- |
| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (P):** |
| **Professional Skills Section**  **Unit P2 Communication and Collaboration Skills**  **Total word count: …./500** (+/- 10%) |

|  |  |  |
| --- | --- | --- |
| **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.*

|  |  |
| --- | --- |
| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (P):** |
| **Professional Skills Section**  **Unit P3 Personal Commitment to Professional Standards and the Profession**  **Total word count: …./500** (+/- 10%) |

|  |  |  |
| --- | --- | --- |
| **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.*

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|  |  |
| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (E or P):** |
| **Technical Skills Section**  **Unit T1 The Policy Context**  **Total word count: …./500** (+/- 10%) |

|  |  |  |
| --- | --- | --- |
| **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.* | | |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (E or P):** | | **Technical Skills Section**  **Unit T2 Laws and Regulations**  **Total word count: …./500** (+/- 10%) |  |  |  |  | | --- | --- | --- | | **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.* | | |
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| --- | --- |
| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (P):** |
| **Technical Skills Section**  **Unit T3 Data**  **Total word count: …./500** (+/- 10%) |

|  |  |  |
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| **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.*

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| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (E or P):** |
| **Technical Skills Section**  **Unit T4 Transport Models and Forecasting**  **Total word count: …./500** (+/- 10%) |

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| **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.*

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| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (E or P):** |
| **Technical Skills Section**  **Unit T5 Appraisal and Evaluation**  **Total word count: …./500** (+/- 10%) |

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| **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.*

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| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (E or P):** |
| **Technical Skills Section**  **Unit T6 Stakeholder Engagement**  **Total word count: …./500** (+/- 10%) |

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| **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.*

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| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (A, E or P):** |
| **Technical Skills Section**  **Unit T7 Developing Strategic and Master Plans for Transport**  **Total word count: …./500** (+/- 10%) |

|  |  |  |
| --- | --- | --- |
| **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.*

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| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (A, E or P):** |
| **Technical Skills Section**  **Unit T8 Applying the Principles of Transport Systems Design**  **Total word count: …./500** (+/- 10%) |

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| **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.*

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| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (A, E or P):** |
| **Technical Skills Section**  **Unit T9 Changing Travel Behaviour**  **Total word count: …./500** (+/- 10%) |

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| **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.*

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| **Candidate Name:** | **Overall Competence Level claimed**  **within this unit (A, E or P):** |
| **Technical Skills Section**  **Unit T10 Commercial and Operational Management of Transport Systems**  **Total word count: …./500** (+/- 10%) |

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| **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.*

*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 professional body, provided it exhibits the key requirements of basing CPD on an assessment of development needs, reviewing the usefulness of the outputs against your professional 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.*

**Sample CPD Record Sheet**

Name ……………………………………………………………

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

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Date** | **CPD Activity (What/Where)** | **How was this training activity identified? g, PDP, specific to current job** | **Hours** | **Cumulative hours for year** | **Reflection**  **(Knowledge/Skills/Experience gained/applied)** |
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*Include your SWOT analysis and Personal Development Plan here. You can use a template provided by your professional body or your employer.*

**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.*