



Transport Planning Society

The TPS Professional Development Scheme for Transport Planners An Overview

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The full TPS Professional Standards for Transport Planners and TPS Professional Development Scheme for Transport Planners are available to all fully paid up Stakeholder members of the Society who have signed a licence agreement. They are also available to local authorities and organisations with a total of no more than twenty staff who are fully paid up Corporate members..

The Transport Planning Society

The Transport Planning Society was formed in 1997, in response to a need for an organisation that would provide a focus for all those engaged in transport planning. It is supported by four professional bodies many of whose members are involved in transport planning – the Chartered Institute of Logistics and Transport (CILT), the Institution of Civil Engineers (ICE), the Chartered Institution of Highways and Transportation (CIHT) and the Royal Town Planning Institute (RTPI).

Strengthening the recognition of transport planning as a profession is central to the Society's mission, including the definition of the skills a professional transport planner should have, and against which their competence can be assessed.

Membership of the Society is open to both individual transport planners and to organisations that employ transport planners or are associated with transport planning.

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1 Introduction

- 1.1 The Transport Planning Society has developed a Professional Development Scheme to provide a structured plan to help transport planners, whether recent graduates, career changers or those with an established career, obtain the competences required of a professional transport planner.
- 1.2 The TPS Scheme is intended to satisfy the requirements of:
 - the Transport Planning Professional, TPP, qualification awarded by TPS and CIHT
 - employers of transport planners for the development of their staff
 - CILT(UK)'s professional development for Chartered membershipFor those transport planners with a higher education that satisfies the Engineering Council UK's requirements, the TPS Scheme will also provide many of the CEng competence requirements.
- 1.3 Whilst the TPS Scheme is comprehensive and will meet the needs of many transport planners and their employers without modification, it can also be adapted to meet the particular needs of individual employers, for instance by the inclusion of the specific corporate requirements of the employer.
- 1.4 Within two years of its launch, in 2008, the Scheme had been adopted by 20 employers of transport planners, most of them leading transport planning organisations in both the public and private sectors.
- 1.5 The full scheme consists of two documents, The TPS Professional Standards for Transport Planners and the TPS Professional Development Scheme complemented by *Guidance for Mentors* and *Continuing Professional Development Guidance*.

2 The TPS Professional Development Scheme for Transport Planners

- 2.1 Working with GoSkills (the Sector Skills Council responsible for transport planning), employers and its supporting professional institutes, the Society developed the National Occupational Standards (NOS) for Transport Planning. The NOS, which define the skill requirements of a professional transport planner, were approved by the regulatory authorities in 2007. They are available from GoSkills www.goskills.org/Client/industry_noc.aspx?id=9,
- 2.2 The TPS Professional Development Scheme is based directly on the NOS, which have been restructured to meet the needs of a professional development scheme and complemented, in the TPS Professional Standards, by guidance on performance requirements and the type of evidence required of an individual's competence.
- 2.3 The TPS Scheme is based on six Areas covering the competences a professional transport planner is expected to have:
 - Policies and Regulations – PR
 - Tools and Techniques – TT
 - Management – M
 - Communications, Commitment and Ethics – CCE
 - Design – D
 - Operations – O.

2.4 Each Area is divided into Units. Thus, for example, within TT (Tools and Techniques) there are four Units:

- Data
- Transport Modelling and Analysis
- Assessment
- Public Engagement.

2.5 Each Unit is divided into Objectives. Continuing with the Data Unit in the Tools and Techniques (TT) Area as an example, this is divided into seven Objectives:

- The principal sources of transport statistics and data
- The relationship between data and its intended application
- Data collection methods
- Survey processing and analysis

and

- Using existing sources of data
- Managing traffic and transport surveys
- Analysing, interpreting and reporting transport survey data.

The first four are concerned with “knowledge” and the last three with “being able to do”.

Competence Levels

2.6 For each Objective, a specific level of competence is required, of which there are four

- **Awareness** Requiring a general understanding of the objective, including an appreciation of its relevance in the context of a transport planner’s work.
- **Knowledge** Requiring sufficient knowledge and understanding of the principles underlying a topic, and how they relate to practical applications, to be able to undertake tasks competently.
- **Experience** In addition to knowledge, requiring a consistent ability to carry out standard work within the topic competently when under supervision.
- **Proficiency** In addition to knowledge and experience, requiring a consistent ability to carry out work within the topic competently without supervision, and to supervise others.

Mandatory and Optional Requirements

2.7 For the TPS Professional Development Scheme, some Units are “Mandatory” and others are “Optional”. This reflects the wide range of technical skills covered by transport planning, of which some are widely considered as essential for any professional transport planner; these are the Mandatory Units. Yet, there is also recognition that transport planners cannot be expected to be competent across the full range; thus an element of choice is provided through the Optional Units.

2.8 The Mandatory Units are in four Areas:

- Policies and Regulations – PR
- Tools and Techniques – TT
- Management – M
- Communications, Commitment and Ethics – CCE,

and the Optional Units are in two other Areas:

- Design – D
- Operations – O.

2.9 Within any Area designated as Mandatory, all the component Units are Mandatory, with one exception; there is a choice between two of the Mandatory Management Units, M4 (Procuring Projects) and M5 (Project Proposals), depending on an

individual's work opportunities.

- 2.10 The total requirements are summarised in Table 1 with an alternate presentation in Table 2 (on the following page). A full listing of the Units and Objectives together with the associated competence levels is in Annex 1 (Mandatory) and Annex 2 (Optional).

Unit	Mandatory	Optional
	Highest Competence Level Required	Highest Competence Level Required
PR1 Policies	Experience	Proficiency
PR 2 Regulations	Experience	Proficiency
TT1 Data	Proficiency	-
TT2 Models and Analysis	Experience	Proficiency
TT3 Assessment	Experience	Proficiency
TT4 Public Engagement	Experience	Proficiency
M1 Personal and Inter-Personal Management	Experience	-
M2 Leading and Managing Teams	Experience	-
M3 Planning and Managing Projects	Experience	-
M4 Procuring Projects	<i>Alternatives</i>	-
M5 Project Proposals	Experience	-
CCE1 Communications	Proficiency	-
CCE2 Commitment	Proficiency	-
CCE3 Ethics and Values	Proficiency	-
D1 Strategic and Master Plans for Transport	-	Experience or Proficiency
D2 Transport Systems Design	-	Experience or Proficiency
O1 Travel Planning	-	Experience or Proficiency
O2 Commercial and operational management	-	Experience or Proficiency

Table 1 The Mandatory and Optional Requirements in Summary

- 2.11 There is a choice in the selection of Optional Units for demonstrating Proficiency. Proficiency can be demonstrated in any of the Policies and Regulations (PR) and Tools and Techniques (TT) Areas, with the exception of TT1, Data, for which it is Mandatory, as well as in any of the Design (D) or Operations Areas (O).
- 2.12 Overall, completion of the Scheme requires satisfaction of all the Mandatory Units together with *either*
- 1 demonstration of Proficiency in three Units from any of the Policies and Regulations (PR) ,Tools and Techniques (TT), Design (D) or Operations (O) Areas (in addition to TT1, Data, for which Proficiency is Mandatory) as well as Experience in one other Unit, which must be from the Design (D) or

Operations (O) Areas				
Area	Unit	Competence Levels Required for Individual Objectives within each Unit		Notes
		As a Mandatory Unit	As an Optional Unit	
Policies and Regulations	PR1	A + K + E	Mandatory requirements + P	
	PR2	A + K + E	Mandatory requirements + P	
Tools and Techniques	TT1	A + K + E + P		
	TT2	A + K + E	Mandatory requirements + P	
	TT3	A + K + E	Mandatory requirements + P	
	TT4	K + E	Mandatory requirements + P	
Management	M1	E		
	M2	E		
	M3	K + E		
	M4	K + E		Only one of M4 and M5 is required
	M5	K + E		
Communication, Commitment and Ethics	CCE1	P		
	CCE2	P		
	CCE3	E + P		
Design	D1		K + E (and P)	Need for P depends on option choice
	D2		K + E (and P)	Need for P depends on option choice
Operations	O1		K + E (and P)	Need for P depends on option choice
	O2		K + E (and P)	Need for P depends on option choice
Completion		All Units	<i>Either</i> three Units at P and one Unit at E <i>or</i> two Units at P and three Units at E	

Table 2 The Mandatory and Optional Requirements

or

2 demonstration of Proficiency in two Units from any of the Policies and Regulations (PR) ,Tools and Techniques (TT), Design (D) or Operations (O) Areas (in addition to TT1. Data. for which Proficiency is Mandatory) together with Experience in three other Units, which must be from the Design(D) or Operations (O) Areas

- 2.13 It is recognised that obtaining experience in some Mandatory Objectives may present difficulties for some transport planners, whose employer does not undertake that type of work. An example is local authority staff in those authorities that outsource all their modelling and assessment work. However, it is essential that a professional, transport planner has sufficient experience to be an “intelligent client”. The view has been taken by both the Society and the employers consulted that it is the responsibility of an employer to ensure that opportunities are provided to enable a transport planner to acquire the full range of skills considered core to their professional competence, by secondment if it is not possible to gain the necessary competence within the organisation.
- 2.14 A number of examples of how individual transport planners might chose Units to suit their particular circumstances are given in the box on the next page.

Performance Guidance

- 2.14 The TPS Professional Standards provide guidance on the performance expected of a transport planner undertaking the Professional Development Scheme. It is included in the description of each Objective within the TPS Professional Standards.
- 2.15 For many Objectives, the TPS Professional Standards include a range of topics that might be considered when assessing an individual’s competence; for example, 16 transport survey types are listed in Objective TT1.3 (Annex 3). As it is not reasonable to expect a professional transport planner to achieve the specified competence level in all of these, the Performance Guidance indicates the number of different items in these lists for which a given Competence Level is required.
- 2.16 The lists included in the Performance Guidance are indicative, not exclusive; competence in areas of similar nature to those listed can also be considered.
- 2.17 The Performance Guidance includes no reference to specific policy documents, acts, regulations, guidance and the like. This is for two reasons. First, whilst these Standards relate to the whole of the United Kingdom, transport is a devolved responsibility and the different administrations have different requirements. Second, policies, legislation, guidance and the like can change more frequently than it is feasible or desirable to revise these Standards.

Evidence Guidance

- 2.18 The TPS Professional Standards also provide guidance on the type of evidence that those following a Professional Development programme and/or seeking professional recognition might be expected to provide, to demonstrate that the required standard had been achieved. Again, the guidance is indicative. Alternative forms of evidence that achieve similar standards of proof of competence can also be considered.

A Typical Unit

- 2.19 An example of a TPS Professional Standards Unit, TT1 - Data, is given in Annex 3.

Some Possible Development Routes

There are many ways in which particular transport planners might design their Professional Development Plans (PDPs) to meet their own interests and circumstances. These four examples focus on the possible ways to meet the requirements of either three Proficiency Units plus one Experience Unit (the '3+1 path') or 2 Proficiency plus 3 Experience Units (the '2+3 path').

A transport planner deeply involved in assessing transport schemes

Modelling and assessment are at the core of much transport planning, but a truly professional transport planner needs to have a broad range of competences. So someone who wants to specialise in modelling and assessment should also seek - and be provided with - opportunities to obtain that greater breadth. In designing their PDPs they would probably choose both TT2 (models and analysis) and TT3 (assessment) at Proficiency level.

- **For the 3+1 path** these candidates need one more Proficiency and one Experience unit. They may have opportunities to work in the design or operations areas, satisfying both of these extra units. Or they might reach Proficiency in Public Engagement (TT4) by gaining greater appreciation of stakeholder interests in project assessment. Or their work might involve one of the Policies and Regulations units (PR1 and PR2).
- **For the 2+3 path** the candidates need to satisfy three Experience units, alongside their TT1 and TT2 Proficiencies. Those three could come from their work in Public Engagement (TT4) or in the Policies and Regulations Area (PR1, PR2) or an involvement in the Design or Operations Areas (D1, D2, O1 or O2).

A transport planner with a local authority (LA) that outsources much of its transport planning

Anyone responsible for procuring and managing transport planning services should be competent in the fields in which they are working - an "intelligent client". LA staff are likely to be involved in policy matters and their PDP should be designed to achieve Proficiency in the two Policies and Regulations Units (PR1, PR2).

- **For the 3+1 path** one more Proficiency and one Experience Unit are needed. These candidates might be able to include Unit D1, Strategic and Master Planning, at either Experience or Proficiency, or Unit O2, which involves many functions directly covered by most LAs. If the LA has some form of consultancy partnering agreement or framework contract, secondment to their consultant to obtain Proficiency in one of several Units - such as Assessment (TT3), Public Engagement (TT4) or Travel Planning (O1) - could also be a possibility.
- **For the 2+3 path**, to accompany their PR1 and PR2 Proficiencies, the candidates need three Experience Units. In addition to the units suggested above, at Experience level, they might also be able to offer an Experience level unit from the Design and Operations Area.

A transport planner working mainly on development projects

Much of transport planning concerns the preparation of development projects, and planners can become highly expert in such work. But that expertise has to be built on a much broader knowledge. In preparing their PDPs they will want to obtain Proficiency in D1, Strategic and Master Plans, and Experience, at least, in D2, system design. Given the importance of policies to development planning, Proficiency in PR1 is also an option. Similarly, Models and Analysis (TT2), Assessment (TT3) and Public Engagement (TT4) are all central to development planning, and thus would be very suitable for selection as Proficiency Units.

- **For the 3+1 path**, these candidates three Proficiency Units could well be D1 and PR1 any one of TT2, TT3 or TT4. The Experience unit could be an 'unused' TT Unit or Unit D2,
- **For the 2+3 path** similar combinations of Units are likely to be offered by the candidates at the appropriate levels, but they could also choose PR1 plus one Design Unit as their two Proficiency Units and each of the other three Design and Operations Units as their Experience Units.

A transport planner with a core interest in travel planning

Whilst travel planning has become an important element of transport planning, if a travel planner is to be a professional transport planner he or she needs a broad knowledge of transport planning. In addition to seeking to obtain Proficiency in Travel Planning (O1), they should also be Proficient in Public Engagement (TT4), which lies at the heart of much travel planning.

- **For the 3+1 path**, to complete their requirements, this candidate could select Unit O2 which covers many operational management functions and Unit TT3, the assessment of transport schemes (TT3) – one at Proficiency level and the other at Experience level.
- **For the 2+3 path**, alongside their O1 and TT4 Proficiencies, the candidate might choose Experience in each of the other three Design and Operations Units.

Progress

- 2.20 The TPS Scheme requires participants to progress through the Mandatory and selected Optional Units, Objective by Objective, supervised by a Mentor who will determine when the participant has achieved the required.
- 2.21 Participants are provided with a Scheme document, containing an overview of each Area and Unit, and record sheets for each Objective. An example, for the Data Unit, TT1, is included in Annex 4.
- 2.22 These sheets contain a brief description of the requirements, a statement on the required level of competence and the status, whether Mandatory or Optional. A table is provided for recording progress, from Awareness through to whichever of Knowledge, Experience or Proficiency is required, and space is provided for both the participant and their Mentor to make notes.
- 2.23 The table for recording progress from Awareness to the highest competence level required for that particular Objective includes a column for every competence level. However, those columns representing a level above that required for the particular Objective are shaded out. This can be seen in Annex 4 for Objectives TT1.1 to TT1.4 where the highest required competence level is Knowledge.
- 2.24 Each table has three rows, one for recording the date on which the Objective was achieved to the satisfaction of the Mentor, with further rows for the Mentor’s name and signature (it is recognised that a participant in the Scheme might have more than one Mentor, with different Mentors covering different Areas).
- 2.25 As explained earlier, some Mandatory Units include Objectives where the highest required competence level is Experience but, when those same Units are being included as Options, the highest required competence level is raised to Proficiency. In such cases, a lighter shading is used in the Proficiency column. This is illustrated in Figure 1.

Progress Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor’s approval date/signature				

Figure 1 Typical Progress Record - for an Objective requiring Experience as a Mandatory Unit but with Proficiency as an Optional Unit

3 The TPS Scheme and the TPP Qualification

- 3.1 A key benefit of the TPS Scheme is that provided it is adopted in its entirety, it is automatically approved by the TPP Professional Standards Committee as a professional development scheme. With this approval, the Scheme provides those who have completed it with most of the competences required for the award of the TPP qualification. For those with a UK Honours degree or its equivalent, but without an approved UK transport Masters, it also avoids the need to submit a Portfolio of

Technical Knowledge before being permitted to submit for the Professional Review interview, as shown below in Figure 2, which illustrates the routes to the TPP qualification.

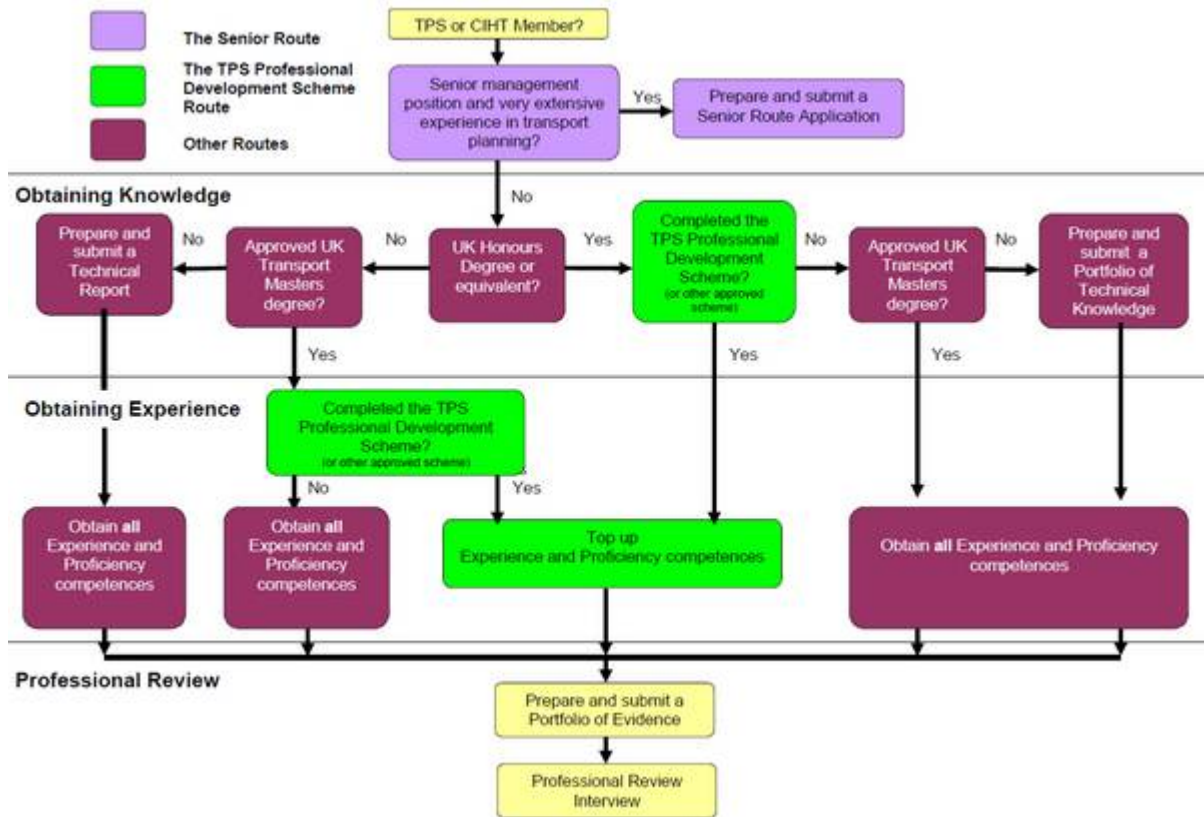


Figure 2 Routes to the Transport Planning Professional, TPP, Qualification

- 3.2 There are, however, four important differences between the TPS Professional Development Scheme and the TPP qualification
- 3.3 The first of these is that all the Management and Communication, Commitment and Ethics Units in the TPS Scheme are derived from the Transport Planning NOS, while the comparable requirements for the TPP qualification (known as the Section B, Management, Units) are derived from those for the Chartered Engineer (CEng) qualification. However, the two sets of Units cover the same ground.
- 3.4 The second difference is that while Proficiency is Mandatory for all the Section B, Management, Units, for the TPP qualification, it is only Mandatory for the Communication, Commitment and Ethics (CCE) Units in the TPS Scheme, with Experience being the Mandatory required level for the Management (M) Units. There is good reason for this. Attaining Proficiency in the Management Units usually requires several years of experience – certainly more than is normally required to complete a training scheme. Further, it is common practice for those who have completed a training scheme to require further experience before progressing to a professional qualification. Civil engineers, for example, on an ICE training under agreement scheme usually need a few more years of experience before they are ready for the Chartered Engineer (CEng) professional review. It also provides an opportunity for those pursuing a professional qualification other than TPP to obtain

the additional competences required for that qualification – such as engineering principles and health and safety for those seeking CEng.

- 3.5 The third difference is in the number of technical units (PR, TT, D and O for the TPS Scheme and Section A for the TPP qualification) in which those completing the Scheme and candidates for the TPP qualification are expected to have attained Experience and Proficiency. As shown in Table 3, below, participants in the TPS Scheme have to complete a number of Optional Units in addition to the Mandatory Units. There are alternative combinations of the total number of Experience and Proficiency Units that can be selected – the “3 + 1” and “2 + 3” paths described in the text box on the previous page. In contrast, while comparable options also apply to the TPP qualification, TPP candidates are required to demonstrate Proficiency in one further Unit - they have a choice between “4 + 1” and “3 + 3” paths. This is consistent with the difference between the TPS Scheme, as a Development Scheme, and the TPP, as a professional qualification discussed above.
- 3.6 The fourth difference is in the titles of some of the technical Units, as well as in the definition of the requirements. The TPP qualification requirements are based on the TPS Scheme requirements, but are a summary of them, with a staged progression from Knowledge through Experience to Proficiency. As the TPP Knowledge requirements are satisfied by completion of the TPS Scheme, they are not of immediate concern to those potential TPP candidates who are completing, or have completed, the TPS Scheme. Finally, while the TPS Scheme Units are described as either Mandatory or Optional, the descriptions Mandatory and Choice are used for the TPP.
- 3.7 The key differences are summarised in Table 3, below.

	TPS Professional Development Scheme	TPP
Management, Communications, Commitment and Ethics Units	Based on NOS M1, M2, M3, M4 or M5, Units: Experience is Mandatory CCE1, CCE2 and CC3 Units Proficiency is Mandatory	Based on CEng All Section B Units Proficiency is Mandatory
Mandatory Technical Units	TT1 Data Proficiency is Mandatory PR1, PR2, TT2, TT3, TT4 Units Experience is Mandatory	A3 Data Proficiency is Mandatory A1, A2, A4, A5, A6 Units Experience is Mandatory
Additional Technical Unit Requirements	<i>Either</i> Three Proficiency Units and one Experience Unit <i>or</i> Two Proficiency Units and three Experience Units	<i>Either</i> Four Proficiency Units and one Experience Unit <i>or</i> Three Proficiency Units and three Experience Units

Table 3 TPS Professional Development Scheme and TPP Requirements in Summary

4 Availability of the TPS Professional Development Scheme

- 4.1 The full TPS Professional Standards for Transport Planners and TPS Professional Development Scheme for Transport Planners are available to all fully paid up Stakeholder members of the Society who have signed a licence agreement. They are also available to local authorities and organisations with a total of no more than twenty staff who are fully paid up Corporate members.
- 4.2 All licensees are provided with a full set of documents and a reasonable amount of advice in implementing and managing the Scheme. They are also invited to Scheme workshops and training sessions, free of charge.
- 4.3 Any questions relating to the Professional Development Scheme should be sent to info@tps.org.uk.

5 Acknowledgements

- 5.1 The development of the NOS was managed by GoSkills and TPS, with funding from the UK Co-ordinating Group (UKCG). Their support is gratefully acknowledged, as is that of the employers whose contribution through participation in the Standards Steering Group, the Universities' Transport Partnership (UTP) Employers' Forum and a sequence of consultations has been key to defining a set of truly "industry led" Standards. Also of great benefit was the participation of the key professional bodies, CILT(UK), ICE, IHIE, IHT and RTPI.
- 5.2 The application of the NOS to the development of the TPS Professional Development Scheme and the TPS Professional Standards was funded by the Rees Jeffreys Road Fund. Again, their development has benefited greatly from the active participation of employers, through a workshop and a Consultation Panel.

Annex 1 The Mandatory Units and Objectives

No	Title	Required Competence Level
PR1	Policies	
PR1.1	National, regional and local policies	Awareness and Knowledge
PR1.2	Policy developments and trends	Awareness and Knowledge
PR1.3	Transport governance	Knowledge
PR1.4	Planning procedures	Awareness and Knowledge
PR1.5	Finance for transport	Awareness and Knowledge
PR1.6	Transport and the wider world	Knowledge
PR1.7	Planning transport projects in line with policies	Experience
PR1.8	Monitoring the performance of transport projects in a policy context	Experience
PR1.9	Developing or assessing transport policies	Experience
PR1.10	Financing transport projects	Experience
PR2	Regulations	
PR2.1	Equality and disability requirements	Knowledge
PR2.2	Health and safety requirements	Knowledge
PR2.3	Transport requirements	Knowledge
PR2.4	Environmental impact requirements	Knowledge
PR2.5	Development planning requirements	Awareness
PR2.6	Applying equality and disability requirements	Experience
PR2.7	Applying health and safety requirements	Experience
PR2.8	Applying transport requirements	Experience
PR2.9	Applying environmental impact requirements	Experience
PR2.10	Applying development planning requirements	Experience
TT1	Data	
TT1.1	The principal sources of transport statistics and data	Awareness and Knowledge

No	Title	Required Competence Level
TT1	Data /continued	
TT1.2	The relationship between data and its intended application	Awareness and Knowledge
TT1.3	Data collection methods	Awareness and Knowledge
TT1.4	Survey processing and analysis	Knowledge
TT1.5	Using existing sources of data	Proficiency
TT1.6	Managing traffic and transport surveys	Proficiency
TT1.7	Analysing, interpreting and reporting transport survey data	Proficiency
TT2	Transport Modelling and Analysis	
TT2.1	Transport modelling principles	Knowledge
TT2.2	Transport model application principles	Knowledge
TT2.3	The role of data in modelling	Knowledge
TT2.4	Modelling software	Awareness and Knowledge
TT2.5	Developing a transport model	Experience
TT2.6	Applying a transport model	Experience
TT2.7	Analysis techniques principles	Knowledge
TT2.8	Analysis software	Awareness and Knowledge
TT2.9	Using analysis techniques	Experience
TT.3	Assessment	
TT3.1	Transport assessment principles	Knowledge
TT3.2	The role of data in assessment	Knowledge
TT3.3	Assessment software	Awareness and Knowledge
TT3.4	Using assessment techniques	Experience
TT3.5	Monitoring principles	Awareness and Knowledge
TT3.6	The role of data in monitoring	Knowledge
TT3.7	Designing monitoring programmes	Experience
TT3.8	Applying monitoring methods	Experience

No	Title	Required Competence Level
TT4	Public Engagement	
TT4.1	Community involvement principles	Knowledge
TT4.2	Planning community involvement	Experience
TT4.3	Undertaking community involvement	Experience
TT4.4	Analysing community involvement programmes	Experience
TT4.5	Stakeholder engagement principles	Knowledge
TT4.6	Planning stakeholder engagement	Experience
TT4.7	Undertaking stakeholder engagement	Experience
TT4.8	Analysing stakeholder engagement	Experience
TT4.9	Public consultation principles	Knowledge
TT4.10	Planning public consultation	Experience
TT4.11	Undertaking public consultation	Experience
TT4.12	Analysing public consultation	Experience
M1	Personal and Inter-Personal Management	
M1.1	Interpersonal relations	Experience
M1.2	Managing time and activities	Experience
M1.3	Meetings	Experience
M1.4	Personal Professional Development	Experience
M2	Leading and Managing Teams	
M2.1	Team leadership	Experience
M2.2	Team management	Experience
M2.3	Professional development guidance principles	Knowledge
M2.4	Providing professional development guidance	Experience
M3	Planning and Managing Projects	
M3.1	Project management principles	Knowledge
M3.2	Developing project work plans	Experience
M3.3	Managing projects	Experience

No	Title	Required Competence Level
M4	Project Procurement	
M4.1	Project procurement principles	Knowledge
M4	Project Procurement /continued	
M4.2	Procuring projects	Experience
M4.3	Negotiating project agreements	Experience
M5	Project Proposals	
M5.1	Project proposal principles	Knowledge
M5.2	Bidding for projects	Experience
M5.3	Negotiating project agreements	Experience
CCE1	Communications	
CCE1.1	Reporting	Proficiency
CCE1.2	Presentation and discussion	Proficiency
CCE2	Commitment	
CCE2.1	Compliance with formal requirements	Proficiency
CCE2.2	Compliance with work plans	Proficiency
CCE2.3	Compliance with employer's standards	Proficiency
CCE2.4	Keeping up to date	Proficiency
CCE3	Ethics and Values	
CCE3.1	Working in an ethical manner	Proficiency
CCE3.2	Values and behaviour	Experience

Annex 2 The Optional Units and Objectives

No	Title	Required Competence Level - depending on option choices
D1	Strategic and Master Plans for Transport	
D1.1	Transport plan development principles	Knowledge
D1.2	Preparation of transport plans	Experience or Proficiency
D2	Transport System Design	
D2.1	Transport design systems principles	Knowledge
D2.2	Planning and designing transport systems	Experience or Proficiency
D2.3	Planning and designing for integrated transport	Experience or Proficiency
D2.4	Planning and designing for accessible and secure transport	Experience or Proficiency
D2.5	The delivery of transport schemes	Experience or Proficiency
O1	Travel Planning	
O1.2	Travel planning principles	Knowledge
O1.2	Travel planning programmes	Experience
O1.3	Travel marketing and information campaigns	Experience
O2.1	Commercial and operational management	
O2.1	Commercial and operational management principles	Knowledge
O2.,2	Commercial and operational management of systems and services	Experience or Proficiency

Annex 3 A Typical Standard – TT1, Data

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques	Area Code	TT
Status	All units in this Area are Mandatory		
<p>Description and Rationale Tools and Techniques is about the core competences of data, models, assessment and public engagement which lie at the heart of much of transport planning.</p> <p>Almost every aspect of transport planning involves the use of data, whether from existing sources or surveys specifically undertaken for a project. Being able to collect, analyse, interpret and report data is therefore of great importance. Thus, Unit TT1 covers the collection, retrieval, analysis and interpretation of data for use in the development and assessment of transport policies, plans, schemes and services.</p> <p>Much of transport planning requires the use of forecasts of demand, whether over the short term in response, for example, to changes in traffic management or over the longer term to assess strategic policy and planning options. Even though not all transport planners need to be expert modellers, they do need to understand how models work – their strengths and weaknesses – to help them make sound judgements when interpreting forecasts. There is also a range of analysis tools – such as GIS – that transport planners need to understand and be able to use. Thus, Unit TT2 covers the development and application of models, the use of analysis techniques, together with the underlying principles, and software packages,</p> <p>The assessment of transport policies and plans, whether economic, environmental, social or some other criterion, is also central to much transport planning work, requiring an understanding of not just the principles, but how transport assessments are undertaken, including the necessary assumptions. Transport planners also need to be able to use related techniques in monitoring the performance of transport schemes. Thus, Unit TT3 covers the principles of assessment and monitoring, including the role of data, assessment and monitoring software, and the use of assessment and monitoring techniques.</p> <p>The development of most transport policies and plans also requires consultation with the public and stakeholders. This is covered by the fourth of this series of units. Thus Unit TT4 relates to community involvement, stakeholder engagement and public consultation, covering the principles, planning, undertaking and analysing public engagement programmes.</p>			
No	Title	Required Level	
TT1	Data		
TT1.1	The principal sources of transport statistics and data	Awareness and Knowledge	
TT1.2	The relationship between data and its intended application	Awareness and Knowledge	
TT1.3	Data collection methods	Awareness and Knowledge	
TT1.4	Survey processing and analysis	Knowledge	
TT1.5	Using existing sources of data	Proficiency	

No	Title	Required Level
TT1	Data /continued	
TT1.6	Managing traffic and transport surveys	Proficiency
TT1.7	Analysing, interpreting and reporting transport survey data	Proficiency
<p>Performance Guidance</p> <p>Advice on the range of awareness, knowledge, experience and proficiency is given for each objective.</p> <p>It is essential to have the relevant knowledge that underpins an experience or proficiency objective. Although the knowledge might be obtained before gaining experience, it is possible to obtain it whilst gaining experience. Knowledge must precede proficiency.</p>		
<p>Evidence</p> <p>Evidence of knowledge can be obtained from:</p> <ul style="list-style-type: none"> • documents prepared largely by the transport planner. These include project documentation, training course and conference presentations delivered, and training reports. • questioning of the transport planner • questioning of the transport planner’s relevant line manager(s). • proof of satisfactory completion of relevant training courses <p>Evidence of experience and proficiency can be obtained from:</p> <ul style="list-style-type: none"> • documents prepared largely by the transport planner, in the case of the experience requirements • documents prepared largely by the transport planner or under their direct supervision, in the case of the proficiency requirements <p><i>Note in either case, appropriate documents include project documentation, training course and conference presentations delivered, and training reports</i></p> <ul style="list-style-type: none"> • questioning of the transport planner • questioning of the transport planner’s relevant line manager(s). 		

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques		
Unit	Data	Unit Number	TT1
Objective	The principal sources of transport statistics and data	Objective Number	TT1.1
Status	Mandatory		
Requirement	Awareness and Knowledge		
<p>The objective covers the principal sources of transport statistics and data, their key characteristics, including their relative strengths and weaknesses, and any formal and advisory requirements relating to their use.</p>			
<p>Performance Guidance Transport planners need to know and understand:</p> <ol style="list-style-type: none"> 1 the principal data sources of relevance to their work, including their relative strengths and weaknesses 2 current statutory and regulatory requirements, and guidance and best practice, relating to the use of existing data sets, for the country in which the transport planner mainly works. <p>An awareness of the principal data sources for at least five transport types is required and knowledge is required of those sources of direct relevance to the transport planner's work, at the appropriate level of detail.</p> <p>Existing data sources include:</p> <ul style="list-style-type: none"> • national transport and related statistics • national transport and related surveys • local and regional transport statistics • local and regional transport surveys • transport networks and service • transport costs • attitudinal and social research • economic • demographic • employment • land use. <p>These data sources can relate to a range of transport types, including the following</p> <ul style="list-style-type: none"> • walking and cycling • highway traffic • bus and light rail • passenger rail • freight traffic by road and rail • aviation • shipping • evolving alternatives to transport, including telecommuting, and e-retailing and e-commerce. 			

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques		
Unit	Data	Unit Number	TT1
Objective	The relationship between data and its intended application	Objective Number	TT1.2
Status	Mandatory		
Requirement	Awareness and Knowledge		
<p>The objective covers</p> <ul style="list-style-type: none"> • the relationship between data and its intended application in transport planning • the key factors that affect travel demand, • policies relating to trends in travel demand • the general nature of patterns in passenger and freight movements. 			
<p>Performance Guidance</p> <p>Transport planners need awareness of</p> <ol style="list-style-type: none"> 1 the principles of traffic and travel generation, and the key factors that affect the demand for at least five different transport types, locally, regionally and nationally 2 national, regional and local policies relating to the provision for, and management of, trends in transport demand. 3 the broad patterns of passenger and freight movements, and the key factors that affect them. <p>and knowledge of those of direct relevance to their recent and current work, at the appropriate level of detail.</p> <p>The transport types include:</p> <ul style="list-style-type: none"> • walking and cycling • highway traffic • bus and light rail • passenger rail • freight traffic by road and rail • aviation • shipping • evolving alternatives to transport, including telecommuting, and e-retailing and e-commerce. 			

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques		
Unit	Data	Unit Number	TT1
Objective	Data collection methods	Objective Number	TT1.3
Status	Mandatory		
Requirement	Awareness and Knowledge		
<p>The objective covers the methods of data collection used for transport planning, and their relative strengths and weaknesses.</p>			
<p>Performance Guidance Transport planners need awareness of:</p> <ol style="list-style-type: none"> 1 the different methods of data collection used in the planning, assessment and monitoring of transport policies, plans projects and services, covered by the survey types 2 the relative strengths and weaknesses of different methods of data collection used in the planning, assessment and monitoring of transport policies, plans, projects and services, covered by the survey types 3 the relationship between the data and its intended application 4 the principles of current statutory and regulatory requirements, and codes of conduct, guidance and best practice, relating to the conduct of traffic and transport surveys and the data collected, for the country in which the transport planner mainly works <p>and knowledge for at least five survey types, including one from Group A and one from either Group B or Group C.</p> <p>The survey types include:</p> <p>Group A</p> <ul style="list-style-type: none"> • pedestrian and cycle counts • traffic counts, manual classified and automatic • traffic movement surveys • highway traffic journey times, delays and queue lengths • roadside interviews • parking surveys • loading/unloading surveys • inventories of the physical characteristics of transport systems <p>Group B</p> <ul style="list-style-type: none"> • public transport passenger counts and passenger interviews • public transport journey times and delays <p>Group C</p> <ul style="list-style-type: none"> • direct interview for household travel • self completion household/resident interview • stated preference • qualitative, including focus groups • telephone interview • computer assisted interview. 			

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques		
Unit	Data	Unit Number	TT1
Objective	Survey processing and analysis	Objective Number	TT1.4
Status	Mandatory		
Requirement	Awareness and Knowledge		
The objective covers the principles of transport survey data processing and analysis.			
<p>Performance Guidance</p> <p>Transport planners need awareness of:</p> <ol style="list-style-type: none"> 1 the principles of survey data processing and statistical analysis, including basic statistical tests and checks to determine the potential validity of a data set 2 the key characteristics of alternative survey (data) analysis systems and techniques, and possibilities for the presentation of data to inform interpretation and assimilation 3 current statutory and regulatory requirements, and codes of conduct, guidance and best practice, relating to the processing, analysis and storage of traffic and transport survey data, for the country in which the transport planner mainly works <p>in the context of processing and analysis techniques for all major survey types, and knowledge of at least five, including one from Group A and one from either Group B or Group C.</p> <p>The survey types include:</p> <p>Group A</p> <ul style="list-style-type: none"> • pedestrian and cycle counts • traffic counts, manual classified and automatic • traffic movement surveys • highway traffic journey times, delays and queue lengths • roadside interviews • parking surveys • loading/unloading surveys • inventories of the physical characteristics of transport systems <p>Group B</p> <ul style="list-style-type: none"> • public transport passenger counts and passenger interviews • public transport journey times and delays <p>Group C</p> <ul style="list-style-type: none"> • direct interview for household travel • self completion household/resident interview • stated preference • qualitative, including focus groups • telephone interview • computer assisted interview. 			

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques		
Unit	Data	Unit Number	TT1
Objective	Using existing sources of data	Objective Number	TT1.5
Status	Mandatory		
Requirement	Proficiency		
The objective covers the use of existing sources of data in transport planning			
<p>Performance Guidance</p> <p>Transport planners should be proficient:</p> <ol style="list-style-type: none"> 1 in identifying relevant existing sources of data for use in the development and analysis of a transport scheme, assessing their suitability, and possible weaknesses, relative to the key requirements 2 in interpreting and using existing sources of data in the development and analysis of a transport scheme 3 when using existing data sources, in taking account of the key factors that affect both levels of transport demand and their spatial and temporal distributions 4 when using existing data sources, in taking account of trends in transport patterns in the context of those transport types of direct relevance to their work. <p>Proficiency in the use of all of the data sources in the context of each transport type is not required, but the transport planner should have proficiency the use of those of direct relevance to their work.</p> <p>Existing data sources include:</p> <ul style="list-style-type: none"> • national transport and related statistics • national transport and related surveys • local and regional transport statistics • local and regional transport surveys • transport networks and service • transport costs • attitudinal and social research • economic • demography • employment • land use <p>These can relate to a range of transport types, including the following</p> <ul style="list-style-type: none"> • walking and cycling • highway traffic • bus and light rail • passenger rail • freight traffic by road and rail • aviation • shipping • evolving alternatives to transport, including telecommuting, and e-retailing and e-commerce. 			

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques		
Unit	Data	Unit Number	TT1
Objective	Managing traffic and transport surveys	Objective Number	TT1.6
Status	Mandatory		
Requirement	Proficiency		
The objective covers managing traffic and transport surveys.			
<p>Performance Guidance</p> <p>Transport planners should be proficient in all elements of traffic and transport survey management and in liaising with relevant organisations, such as police, highway authority, transport operators, in the context of three survey types from at least two different Groups.</p> <p>The elements of survey management covered by this objective include:</p> <ul style="list-style-type: none"> • sample design and selection • survey instrument (questionnaire) design • field staff briefing and training, including both safety and technical matters • fieldwork scheduling and management • data capture • preparing edit specifications and editing, including the treatment of errors and missing data • survey processing, including data validation • survey processing staff briefing and management • growing samples up to represent the base population • preparation of all survey documentation. <p>The survey types include:</p> <p>Group A</p> <ul style="list-style-type: none"> • pedestrian and cycle counts • traffic counts, manual classified and automatic • traffic movement surveys • highway traffic journey times, delays and queue lengths • roadside interviews • parking surveys • loading/unloading surveys • inventories of the physical characteristics of transport systems <p>Group B</p> <ul style="list-style-type: none"> • public transport passenger counts and passenger interviews • public transport journey times and delays <p>Group C</p> <ul style="list-style-type: none"> • direct household/resident interview • self completion household/resident interview • stated preference • qualitative, including focus groups • telephone interview • computer assisted interview. 			

TPS Professional Standards for Transport Planning			
Area	Tools and Techniques		
Unit	Data	Unit Number	TT1
Objective	Analysing, interpreting and reporting transport survey data	Objective Number	TT1.7
Status	Mandatory		
Requirement	Proficiency		
<p>The objective covers the analysis, interpretation and reporting of data for use in the development and assessment of transport policies, plans, projects and services.</p>			
<p>Performance Guidance</p> <p>Transport planners should be proficient in all elements of survey analysis in the context of three survey types from at least two different Groups.</p> <p>The elements of survey analysis covered by this objective include:</p> <ul style="list-style-type: none"> • the selection of appropriate software • the specification of tabulations and data summaries • the assessment of data quality and accuracy relative to its intended application • the preparation of appropriate summaries, including charts. <p>The survey types include:</p> <p>Group A</p> <ul style="list-style-type: none"> • pedestrian and cycle counts • traffic counts, manual classified and automatic • traffic movement surveys • highway traffic journey times, delays and queue lengths • roadside interviews • parking surveys • loading/unloading surveys • inventories of the physical characteristics of transport systems <p>Group B</p> <ul style="list-style-type: none"> • public transport passenger counts and passenger interviews • public transport journey times and delays <p>Group C</p> <ul style="list-style-type: none"> • direct household/resident interview • self completion household/resident interview • stated preference • qualitative, including focus groups • telephone interview • computer assisted interview. 			

Annex 4 A Typical Set of Record Sheets – TT1, Data

The TPS Professional Development Scheme for Transport Planners			
Area	Tools and Techniques	Area Code	TT
Status	All units in this Area are Mandatory		
<p>Description and Rationale Tools and Techniques is about the core competences of data, models, assessment and public engagement which lie at the heart of much of transport planning.</p> <p>Almost every aspect of transport planning involves the use of data, whether from existing sources or surveys undertaken for the project. Being able to collect, analyse, interpret and report data is therefore of great importance. Thus, Unit TT1 covers the collection, retrieval, analysis and interpretation of data for use in the development and assessment of transport policies, plans, projects and services.</p> <p>Much of transport planning requires the use of forecasts of demand, whether over the short term in response, for example, to changes in traffic management or over the longer term to assess strategic policy and planning options. Even though not all transport planners need to be expert modellers, they do need to understand how models work – their strengths and weaknesses – to help them make sound judgements when interpreting forecasts. There is also a range of analysis tools – such as GIS – that transport planners need to understand and be able to use. Thus, Unit TT2 covers the development and application of models, the use of analysis techniques, together with the underlying principles, and software packages,</p> <p>The assessment of transport policies and plans, whether economic, environmental, social or some other criterion, is also central to much transport planning work, requiring an understanding of not just the principles, but how transport assessments are undertaken, including the necessary assumptions. Transport planners also need to be able to use related techniques in monitoring the performance of transport schemes. Thus, Unit TT3 covers the principles of assessment and monitoring, including the role of data, assessment and monitoring software, and the use of assessment and monitoring techniques.</p> <p>The development of most transport policies and plans also requires consultation with the public and stakeholders. This is covered by the fourth of this series of units. Thus Unit TT4 relates to community involvement, stakeholder engagement and public consultation, covering the principles, planning, undertaking and analysing public engagement programmes.</p>			
No	Title	Required Level	
TT1	Data		
TT1.1	The principal sources of transport statistics and data	Awareness and Knowledge	
TT1.2	The relationship between data and its intended application	Awareness and Knowledge	
TT1.3	Data collection methods	Awareness and Knowledge	
TT1.4	Survey processing and analysis	Knowledge	

No	Title	Required Level
TT1	Data /continued	
TT1.5	Using existing sources of data	Proficiency
TT1.6	Managing traffic and transport surveys	Proficiency
TT1.7	Analysing, interpreting and reporting transport survey data	Proficiency

The TPS Professional Development Scheme for Transport Planners				
Area	Tools and Techniques			
Unit	Data	Unit Number	TT1	
Objective	The principal sources of transport statistics and data	Objective Number	TT1.1	
Status	Mandatory			
Requirement	Awareness and Knowledge			
The objective covers the principal sources of transport statistics and data, their key characteristics, including their relative strengths and weaknesses, and any formal and advisory requirements relating to their use.				
Progress Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor's approval date/signature				
Individual's Record				
Mentor's Notes				

The TPS Professional Development Scheme for Transport Planners				
Area	Tools and Techniques			
Unit	Data	Unit Number	TT1	
Objective	The relationship between data and its intended application	Objective Number	TT1.2	
Status	Mandatory			
Requirement	Awareness and Knowledge			
The objective covers <ul style="list-style-type: none"> • the relationship between data and its intended application in transport planning • the key factors that affect travel demand • policies relating to trends in travel demand • the general nature of patterns in passenger and freight movements. 				
Progress Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor's approval date/signature				
Individual's Record				
Mentor's Notes				

The TPS Professional Development Scheme for Transport Planners				
Area	Tools and Techniques			
Unit	Data	Unit Number	TT1	
Objective	Data collection methods	Objective Number	TT1.3	
Status	Mandatory			
Requirement	Awareness and Knowledge			
The objective covers the methods of data collection used for transport planning, and their relative strengths and weaknesses.				
Progress Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor's approval date/signature				
Individual's Record				
Mentor's Notes				

TPS Professional Development Scheme for Transport Planners				
Area	Tools and Techniques			
Unit	Data	Unit Number	TT1	
Objective	Survey processing and analysis	Objective Number	TT1.4	
Status	Mandatory			
Requirement	Awareness and Knowledge			
The objective covers the principles of transport survey data processing and analysis.				
Progress Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor's approval date/signature				
Individual's Record				
Mentor's Notes				

The TPS Professional Development Scheme for Transport Planners				
Area	Tools and Techniques			
Unit	Data	Unit Number	TT1	
Objective	Using existing sources of data	Objective Number	TT1.5	
Status	Mandatory			
Requirement	Proficiency			
The objective covers the use of existing sources of data in transport planning.				
Progress				
Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor's approval date/signature				
Individual's Record				
Mentor's Notes				

The TPS Professional Development Scheme for Transport Planners				
Area	Tools and Techniques			
Unit	Data	Unit Number	TT1	
Objective	Managing traffic and transport surveys	Objective Number	TT1.6	
Status	Mandatory			
Requirement	Proficiency			
The objective covers managing traffic and transport surveys.				
Progress				
Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor's approval date/signature				
Individual's Record				
Mentor's Notes				

The TPS Professional Development Scheme for Transport Planners				
Area	Tools and Techniques			
Unit	Data	Unit Number	TT1	
Objective	Analysing, interpreting and reporting transport survey data	Objective Number	TT1.7	
Status	Mandatory			
Requirement	Proficiency			
The objective covers the analysis, interpretation and reporting of data for use in the development and assessment of transport policies, plans, projects and services.				
Progress Level	Awareness	Knowledge	Experience	Proficiency
Date achieved				
Mentor				
Mentor's approval date/signature				
Individual's Record				
Mentor's Notes				

