****

**Application Form for the Transport Planning Technician Qualification**

**Before completing this form you must have read the TPTech information and guidance on the TPS website.**

**How to apply**

TPTech qualification is a positive step in your professional development and is awarded to experienced transport planning technicians who can demonstrate the required level of knowledge and skills in their job.

The steps in the process for your application are:-

* Find two sponsors
* Make sure you have read the guidance annexed to this form
* Complete sections 1-4 as appropriate referring to the guidance
* Pay the application fee

You will receive acknowledgement of your application within 2 weeks and it will be passed to a suitable assessors or assessors. After reviewing the application, you will be contacted to arrange an interview, which will take place remotely or in person.

**Section 1 -** We need some details about you, your work experience, and any other qualifications you may hold. You will also need two sponsors who are able to confirm the accuracy of the information in this application. Your employer should be able to help, but holders of suitable professional qualifications can also sponsor you.

**Section 1 About you**

**Your details**

|  |
| --- |
| Membership number for TPS, or other professional body (please state which) |
| Family Name |  |  Date of Birth |  |
| Other names |  |  |  |
| Nationality |  | Gender |  |
| Email address |

**Home address**

|  |  |
| --- | --- |
| Address line 1 |  |
| Address line 2 |  |
| Town/City |  | Post code |  |
| Country |  | Telephone |  |

**Current or immediately previous Employer**

|  |  |
| --- | --- |
| Employer name |  |
| Position held |  |
| Address line 1 |  |
| Address line 2 |  |
| Town/City |  | Post code |  |
| Country |  | Telephone |  |

**To help us choose a suitable reviewer please identify the areas of work you have been involved in: please tick a maximum of three which most apply to you**

|  |  |
| --- | --- |
| Supporting the development of policies or working to meet policy objectives |  |
| Understanding and working within existing regulations and guidance |  |
| Helping to specify or collect or analyse relevant data including GIS |  |
| Working with transport models, either strategic or local or both |  |
| Supporting work Working on transport assessment or appraisal |  |
| Helping to design or undertake engagement with stakeholders or the public |  |
| Planning or designing transport schemes |  |
| Helping to operate transport schemes such as road traffic management or public transport scheduling |  |
| Helping to prepare project proposals |  |

**Your educational details**

**My educational qualifications (excluding GCSE) are as below:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Awarding College/University | Qualification (e.g. BTEC, HND, degree) | Course title | Start date | End date |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

*Please continue on separate sheet if required*

The above should be confirmed by your sponsors (see below) who will be a professionally qualified transport planner (TPTech, IncTP or TPP)

**Your sponsors**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name/qualification** | **Organisation** | **Date** | **Signature** |
|  |  |  |  |
|  |  |  |  |

**Approved qualification**

|  |  |  |
| --- | --- | --- |
| **I have successfully completed the Level 3 apprenticeship for Transport Planning Technicians** *(please tick)* | **Yes** |  |
| **No** |  |
| **I have not undertaken an apprenticeship but have completed an approved BTEC in Transport Planning** *(please tick)* | **Yes** |  |
| **No** |  |

**In either case you must supply a copy of the certificate signed as “A true copy of the applicant’s qualification” by a qualified transport planner or an appropriate senior member of your employing organisation (such as human resources).**

**If you ticked Yes, you do not need to complete Section 2**

**Career History**

|  |
| --- |
| Please start with your current/most recent employment (including self-employment) and include the start and end dates, your employer, job title and brief summary of your roles and responsibilities |

**Section 2: Portfolio of Evidence**

**You will need to refer to the Guidance in the Annex to complete this section.**

**A Use transport planning knowledge and understanding to apply technical and practical skills. You should aim for 150-200 words**

**B Contribute to the design, development, or operation of safe and sustainable transport planning solutions or processes, programmes or services. You should aim for 150-200 words**

**C Accept and exercise personal responsibility. You should aim for 450-500 words overall**

**D Use effective communication and interpersonal skills. You should aim for 150-200 words**

**E Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment. You should aim for 450-500 words covering all the sections. For E4 in the Guidance you should also supply a CPD record for the last 12 months setting out your aims and recording at least 25 hours of CPD**

**Section 3: Your CPD**

**CPD aims**

Please give a short description of how the CPD you have undertaken fits with your aims to increase your professional development.

You should also state how gaining TPTech will help you in your career and what you think you will be able to contribute to supporting the transport planning profession once you are registered as TPTech.

Please note you must comply with TPS’s Code of Conduct and use of ‘TPTech’ registration status – i.e. subject to maintaining membership and carrying out annual CPD. You must be aware of the TPS Principles of Transport Planning and how they work together with your professional development.

**CPD Records**

Please list your CPD in chronological order for at least the last 12 months, longer if possible.

**Section 4: The Professional Review**

As with most professional qualifications, TPTech is awarded after an interview. This is conducted by 1 or 2 reviewers who are themselves professionally qualified transport planners and trained by TPS. Overall the aim is for an informal atmosphere in which candidates are able to show their positive attributes – it is not an interrogation!

One or more reviewers may have specialist expertise in one of the areas you listed at the start of the application and can discuss it with you. However, it is important that, to avoid conflicts of interest, no reviewer is known to you personally or connected to you through your employment.

The aim as far as possible is to conduct TPTech reviews over the internet. We are obviously always willing to take individual circumstances into account and tailor the process to specific needs. The main TPTech information section should guide you on how to make a separate application if required. It is our aim to make TPTech as accessible as possible.

The standard review will consist of 2 parts.

1 Introductions and recap on the structure

2 A short presentation by yourself (about 10 minutes) on a project you have been fully involved in and the role you played, followed by questions (about another 10 minutes). The topic must be submitted with your application.

3 A few questions drawing on the information in your application form. This will last about 20 minutes.

After the review you will be told by TPS within 14 days of the result, but wherever possible much sooner.

If successful, you will be eligible to use the title TPTech and be placed on the TPTech register. Subject to your agreement your name may be included in a news item on the TPS website.

There is a fee of £160 for the written application and review which should be paid at the time of application.

Please sign below to complete the application and we hope you will soon be joining the growing number of TPTechs. We will acknowledge receipt within 14 days and contact you within a further 14 days. At this point we will discuss dates for your review if your written application is satisfactory.

Name (Please print)

Signature

Date

Confirm support of Sponsor to completed application form

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name** | **Qualification** | **Organisation** | **Date** | **Signature** |
|  |  |  |  |  |

**Annex: What evidence we are looking for of your learning and experience**

The competences are drawn from the TPTech Standard as follows. Guidance has been added on the number of words and structure of the submission. The sections A to E should be completed on the Portfolio of Evidence forms in Section 2. Examples of what evidence is required is given on the TPTech area of the TPS website..

**Competences as set out in the TPTech Standard**

|  |  |
| --- | --- |
| **A Use transport planning knowledge and** **understanding to apply technical and****practical skills.**This includes an ability to: | **The reviewers will be looking for evidence that you have the know-how to do the job, understand the context within which you work, and were able to go beyond the immediate requirements and use your initiative and experience.****You should aim for 150-200 words on the abilities below** |
| **A1** Review and select appropriate techniques, procedures and methods to undertake tasks. | Describe:* an example of your work that went well, the choices you made and the outcomes
* or something in your work that didn’t go well and explain why
* or a technique, procedure or method you improved on and explain why.
 |
| **A2** Use an understanding of the principles underpinning transport planning, and the current policy and regulatory framework to apply suitable techniques and processes. | Drawing from your direct experience, this might be an explanation of how you used your understanding of the policy and regulatory framework in the application or the choice of a particular method or process. |
| **A3** Use knowledge and experience to improve your application of transport planning techniques and processes. | Drawing from your direct experience, this might be an example of how you reflected on the impact of your work and how that confirmed or challenged the choice of methodology or process. |
| **B Contribute to the design, development, or operation of safe and sustainable transport planning solutions or processes, programmes or services.**In this context, this includes an ability to: | **Explain how you contribute to one or more of these activities.****You should aim for 150-200 words on each of the abilities below** |
| **B1** Identify where objectives are not being met and apply appropriate methods to identify causes and achieve satisfactory solutions.  | Give an example of how you have used data, observations and assessment to:* identify where transport planning objectives are not being met
* or to identify an opportunity for improvement
* or to propose a solution to ensure those objectives are met.
 |
| **B2** Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact. | Illustrate how you participated in decisions about:* what data, information or resources to use
* or how to introduce a new method of working
* or how to identify and quantify risks and respond to them.

Describe how you have worked in support of best practice methods and their continuous improvement. |
| **B3** Identify, organise and use resources effectively to support sustainable solutions to transport problems. | Give an example of how the need to produce sustainable outcomes was reflected in your work. |
| **C Accept and exercise personal responsibility.**This includes the ability to: | **Describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion within agreed targets.****You should aim for 450-500 words overall for this section.** |
| **C1** Work reliably and effectively without close supervision, to the appropriate codes of practice.  | Your evidence should show how you identified and agreed what had to be done and to what standards on a typical project. |
| **C2** Accept responsibility for work of self or others.**C3** Accept or allocate technical and other tasks. | Your evidence could include:* Minutes of meetings;
* Site notes and instructions;
* Agreed programmes of work;
* Specifications, drawings and reports ; or
* Appraisals

Activity not associated with your job can contribute evidence. |

|  |  |
| --- | --- |
| **D Use effective communication and interpersonal skills**This includes the ability to: | **You will need to show you can:** **contribute to discussions, read and synthesise information, make a presentation, or write different types of documents.** **Your presentation at review and this application will form part of the reviewers’ assessment.****You should also aim for 150-200 words on each of the sections below** |
| **D1** Use oral, written and electronic methods for the communication of technical and other information.  | Your evidence could include: reports; drawings; emails; letters; minutes including progress meetings; appraisals; work instructions; and other task planning and organising documents. Your application itself will be relevant. |
| **D2** Work effectively with colleagues, clients, suppliers, stakeholders or the public, and be aware of the needs and concerns of others, especially where related to diversity and equality. | Show examples of how this has occurred, and your role at the time.Describe your role as part of a team.Describe a situation where you put your awareness and knowledge into practice. |
| **E Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.** | **Your commitment will be to become part of the profession and uphold the standards to which all members subscribe. You need to show that you have read and understood your Institution’s Code of Conduct and the TPS Principles of Transport Planning.****You should aim for 450-500 words covering all the sections. For E4 you should also supply a CPD record for the last 12 months setting out your aims and recording at least 25 hours of CPD.** |
| **E1** Comply with the Code of Conduct of your institution.  | The professional review involves demonstration of, or discussion of, your position on typical ethical challenges. |
| **E2** Manage and apply safe systems of work. | Provide evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work. You will need to show that you have received a formal safety instruction relating to your workplace (such as working on site or lone working), or an update on statutory regulations.  |
| **E3** Undertake your work in a way that contributes to sustainable development operating and acting responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously. | Show examples of the assessment of risk in specific projects; actions to minimise risk to society or the built or natural environment. |
| **E4** Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:* Undertake reviews of own development needs
* Plan how to meet personal and organisational objectives
* Carry out planned and unplanned CPD activities
* Maintain evidence of competence development
* Evaluate CPD outcomes against any plans made
* Assist others with their own CPD.
 | This means demonstrating that you have actively sought to keep yourself up to date , perhaps by studying new standards or techniques, or made use of magazines, websites, lectures organised by professional institutions, discussions at your place of work, and other opportunities in order to keep abreast of change. |
| **E5** Understand ethical issues which may arise and exercise responsibilities in an ethical manner.  | Give an example of where you have applied/upheld the outcomes or behaviours in the TPS Principles of Transport Planning. Give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values. |