

Appendix 1 TPP Competence Requirements

Unit P1 Leadership

Candidates must demonstrate **Proficiency** in the following:

- Planning, negotiating, resourcing and securing agreement to the development of a project, using appropriate contractual arrangements and change control where necessary.
- Planning, budgeting, organising, directing and monitoring tasks and resources that contribute to the delivery of a project.
- Organising and leading teams and managing staff resources effectively, working as required with colleagues from disciplines other than transport planning
- Identifying team and individual needs, and planning for the professional development of each individual and the team as a whole
- Motivating yourself and others to improve personal performance
- Contributing to the implementation of quality systems, and promoting quality within teams and across teams
- Challenging the approaches adopted, and conclusions, reached by others. Also, encouraging others to similarly challenge their own and other's work.

Unit P2 Communication and Collaboration Skills

Candidates must demonstrate **Proficiency** in the following

- Communicating in English with others at all levels, both verbally and in the written form.
- Preparing communications, documents and reports on complex matters for technical and non-technical audiences.
- Presenting, responding to and discussing ideas using a range of communication methods.
- Developing positive working relationships.
- Practising good client and customer care.
- Conducting negotiations and bringing them to a successful conclusion.
- The ability to resolve conflict in the workplace.
- The ability to counsel others in a sensitive manner.
- Being sensitive to the needs of stakeholders from diverse backgrounds

Unit P3 Personal Commitment to Professional Standards and the Profession

Candidates must demonstrate **Proficiency** in the following

- Working constructively within all relevant legislative and regulatory frameworks, including social and employment legislation.
- Understanding and complying with the Code of Conduct for your professional body
- Exercising initiative and personal responsibility as a team member and/or leader.
- Identifying and taking ownership of personal obligations for health, safety and welfare issues, and for those of colleagues.
- Developing own CPD plans and pursuing involvement in activities that demonstrate on-going development of competence and knowledge exchange with others.

- Demonstrating that such CPD plans have been regularly reviewed and assessed to ensure that the activities undertaken have achieved the intended learning outcome.
- Demonstrating a commitment to the professional development of others.
- Providing a professional view on transport planning matters within the wider context of social, environmental and economic goals.
- Maintaining, at all times, a high level of professional and ethical conduct in transport planning.
- Involvement in activities aimed at promoting the profession (eg supporting skills, webinars, seminars and conferences, professional institution activity).

Unit T1 The Policy Context

This unit covers the policy context within which transport policies, plans and schemes are developed, financed, assessed, monitored and reviewed, as well as the interrelationship between transport and wider land-use, economic, social and environmental policies, whether in their development or application.

The Reviewers might seek to assess your competence and ability to work creatively and follow the principles of constructive challenge in:

- working within a transport and wider policy context at different spatial scales (for example, at a local, regional and/or national level), appropriate to the setting in which you practice transport planning
- contributing to the development and/or assessment of transport policy at the local, regional or national level
- helping to support the development and/or delivery of wider policy
- planning transport projects in line with current national, regional and local policies, and/or assessing the impact of non-transport policy on transport policies, plans, schemes and services
- using policy and objectives in providing a high-level framework for option development, as well as in appraisal, sifting, prioritisation and programming, and in monitoring and reviewing the performance of transport policies and programmes
- using policy and objectives in the development of appropriate financing arrangements for transport schemes
- reflecting in your work how changes in policy may influence the development and use of transport, and how policy itself is influenced and can be influenced by key trends and/or emerging concepts, uncertainties, technologies and behaviours

Unit T2 Laws and Regulations

This unit covers the frameworks of laws, regulations and guidance within which transport planners work. The Reviewers might seek to assess your competence and ability to work creatively in:

- identifying, interpreting and applying laws, regulations, both those specific to transport and those impinging on transport from other areas of concern, which are relevant to the development of transport policies, plans, schemes and services, and considering the implications for their delivery
- identifying appropriate guidance to follow, taking into consideration the context, nature and scale of the intervention in hand and its impacts

- identifying and seeking to address important ambiguities, inadequacies and conflicts in the current frameworks
- constructively challenging the interpretation and application of guidance to better reflect the strategic objectives underlying transport interventions, identify make transparent and address uncertainty; and use resources more efficiently

Unit T3 Data

Candidates must demonstrate **Proficiency** in this unit, which covers the collection, retrieval, analysis and interpretation of data for use in the development and assessment of transport policies, plans, schemes and services. Data which informs transport planning analysis is not confined to traffic and transport data but encompasses economic, social and environmental data (both qualitative and quantitative), reflective of factors influencing, and influenced by, the transport system and its use.

The Reviewers might seek to assess your competence and ability to work creatively and follow the principles of constructive challenge in:

- using existing sources of data, including the identification, assessment, extraction, analysis and interpretation of relevant existing data sets (qualitative and quantitative)
- managing the selection, design and application of methods for data collection and the processing of the data, to provide a clean data set ready for use and of known quality
- analysing, interpreting and reporting on data, including selection of appropriate software and the assessment of data quality and accuracy relative to its intended application
- specifying and applying analytical techniques suitable to the data available and in turn interpreting and reporting on the analysis
- considering the new sources of data (qualitative and quantitative) now emerging, particularly through new technology, identifying making transparent and addressing uncertainty and limitations of the data sets you have used

Since this is the only technical unit that requires mandatory Proficiency, its definition in relation to data is set out here.

To demonstrate your **Proficiency**, you should show your experience and capability to weigh up and question new and/or traditional data sources in terms of their appropriateness and limitations. In addition, to demonstrate your breadth of experience, you should give examples of working with data relating to more than one mode of transport and derived from more than one data source.

Unit T4 Transport Models and Forecasting

This unit covers the use of the different methods of transport forecasting and modelling and related analysis techniques in the development, design and assessment of transport policies, plans and schemes. The Reviewers might seek to assess your competence and ability to work creatively and follow the principles of constructive challenge in:

- choice of an appropriate method of forecasting and sensitivity testing, in particular through a comparison of different forecasting approaches and the range of possible futures they produce
- specifying and managing the delivery of a transport modelling approach, including contributing to the development of appropriate structure, input assumptions, data needs and range of required outputs

- checking, analysing, interpreting and reviewing outputs from modelling and forecasting, identifying strengths, weaknesses and gaps and making them transparent
- identifying and addressing uncertainty and making it transparent both in modelling and forecasting

If you have specialised in modelling a single mode of transport, particularly where **Proficiency** is declared, an understanding of modelling another mode or another distinct modelling approach is required.

Unit T5 Appraisal and Evaluation

This unit covers the use of assessment techniques in the appraisal and evaluation of transport policies, plans and schemes. The Reviewers might seek to assess your competence and ability to work creatively and follow the principles of constructive challenge in:

Appraisal

- selecting, specifying and applying assessment techniques, including those relating to economic, safety, environmental, sustainability, land use and financial impacts, and having regard to relationships between the different techniques and their strengths and weaknesses
- making explicit the relationship between individual scheme appraisal and any relevant overall strategy
- reporting appropriate monetised impacts for inclusion in cost benefit analyses if these are used
- ensuring that non, or partly, monetised impacts are properly and robustly represented in any appraisal, for example social distribution, climate change, placemaking and respect for local communities
- making explicit and transparent the levels of uncertainty in appraisal and how these should influence decision making

Evaluation

- specifying approaches for determining robust criteria against which the effectiveness and impacts of policies, plans and schemes can be monitored following implementation
- the implementation and analysis of monitoring and evaluation programmes, both qualitative and quantitative
- using findings from monitoring and evaluation to improve appraisal and decision making

Unit T6 Stakeholder Engagement

This unit covers the engagement of stakeholders in the development of transport policies, plans, schemes and services. Effective engagement involves communicating ideas, obtaining knowledge, understanding perspectives and building consensus. The Reviewers will seek to assess your competence and ability to work creatively and follow the principles of constructive challenge in:

- engaging a wide range of stakeholders, including local authority officers and members, regional and national government bodies, transport operators, statutory consultees, special interest groups, private sector businesses and organisations, the media, third sector organisations, community groups and members of the public

- selecting, implementing and managing suitable engagement techniques at the right time and for different circumstances (e.g. stakeholder meetings, workshops, interviews, surveys, focus groups, community and public consultation events and programmes)
- using stakeholder feedback and information to shape and inform your projects
- applying good verbal and written communication and listening skills, including the production of suitable materials to support engagement activities
- minimising bias in the engagement process
- understanding the strengths and weaknesses of different engagement approaches for different stakeholder types and circumstances
- using digital technology and social media to maximise participation and engagement and support for your projects
- demonstrating your ability to be empathetic: not to reject the validity of views which differ from your own, understand and acknowledge them and communicate readiness to do this to those involved

Unit T7 Developing Strategic and Master Plans for Transport

This unit covers the development of local, regional or national transport plans covering multiple modes for the medium to longer term and the transport inputs to masterplans for specific sites or geographic areas. The Reviewers might seek to assess your competence and ability to work creatively and follow the principles of constructive challenge in:

- recognising the principal interrelationships between all transport modes, economic activity, land use and the environment local, national and global) in the development of such plans
- recognising the need to achieve the desired contribution to economic, social and environmental sustainability, locally and nationally;
- preparing appropriate delivery programmes and considering the resources required to implement them
- liaising with relevant organisations, taking account of their views and interests
- balancing local and strategic objectives and generating proposals which seek to reconcile them

Unit T8 Applying the Principles of Transport Systems Design

This unit covers the application of system design to the development of transport interventions, in the context of integrated and inter-related networks and the impact of both established and emerging technologies, taking into account:

- the requirements and experience of end users
- the requirements of wider stakeholders, operators and transport authorities
- the potential and desired contributions to achieving economic, social and environmental sustainability, locally and nationally
- the achievement of accessibility, security and health and safety objectives
- the strengths and weaknesses of different systemic approaches including their flexibility in the face of rapid change
- the need to plan and design transport systems to feasibility study level and the data required

- the need for integrated transport to provide ready interchange between different modes or systems to provide efficient transport services for people and goods
- emerging trends in technology for vehicles, infrastructure, systems which substitute for travel, and user interfaces
- how transport system design relates to land use and vice versa
- how to best deliver transport systems from initial concept through to operation

Unit T9 Changing Travel Behaviour

This unit covers the planning, design and implementation of targeted approaches, often alongside other interventions, to changing travel behaviour as a means of contributing to economic, social and environmental sustainability.

The Reviewers might seek to assess your competence and ability to work creatively and follow the principles of constructive challenge in:

- developing and delivering initiatives which influence whether, when, how and where people choose to travel, identify the opportunities and barriers to doing so, and using information and promotion to help change behaviour
- implementing schemes which are most appropriate and effective in different contexts and settings and showing why that was
- identifying and securing appropriate funding streams to support delivery of such interventions, including how they can be used to support and complement large infrastructure schemes and other concurrent interventions
- monitoring and evaluation of interventions (including their respective strengths and weaknesses) in the context of wider trends, in order to understand how travel behaviour is changing and can be further changed over time

Unit T10 Commercial and Operational Management of Transport Systems

This unit covers the operational and commercial management of transport systems and services.

The Reviewers may seek to assess your competence and ability to work creatively in:

- developing system or service management schemes for transport as they are evolving, in a private or public context
- determining the statutory and advisory requirements relating to system or service management schemes for transport
- determining the resources required for the implementation and continuing operation of system or service management schemes for transport
- integrating the use of new and emerging technologies, to improve the effectiveness and efficiency of operational management and charging transport systems and facilities
- identifying and engaging with interested parties and allowing for their views and interests in system or service management schemes
- identifying possible sources of, and bidding for, funding for management schemes for transport.