



## **TPP GUIDANCE NOTES FOR CANDIDATES**

### **Note 3**

#### **TPP Standard Route**

#### **PORTFOLIO OF TECHNICAL KNOWLEDGE (PTK): GUIDANCE,**

<b>Version number</b>	Version 1.2
<b>Created by</b>	TPP Professional Standards Committee
<b>Date last reviewed</b>	July 2025
<b>Document status</b>	DRAFT
<b>Approved by</b>	TPP Professional Standards Committee

## 1. The Portfolio of Technical Knowledge (PTK)

1.1 This TPP Guidance Note for Candidates is concerned with the preparation and submission of a Portfolio of Technical Knowledge (PTK), as part of the Standard Route to obtaining the TPP qualification.

1.2 As explained in Guidance Note 1, if you are planning to make a PTK application, you must:

- be a member of the Chartered Institution of Highways and Transportation (CIHT) and/or the Transport Planning Society (TPS), and/or a professional institution recognised by CIHT and TPS (e.g. CILT)
- have a Honours degree or equivalent.

1.3 The purpose of the PTK is to demonstrate that you have the underpinning knowledge of transport planning processes required to proceed to the TPP Professional Review.

1.4 Your PTK submission should comprise:

- a completed PTK application form
- a full CV, describing your education, positions held and experience to date;
- evidence of your Knowledge in relation to the six Core Technical Skill Units (T1 to T6) and **two** of the four Additional Technical Skill Units (T7 to T10) (Please refer to the document - Appendix 2 for details of the knowledge units), using 750 words +/- 10% per unit (this must be in the PTK template);
- a two-year CPD record (minimum 25 hours per year. You may use the form provided (see PTK template) or an alternative recording system (for example a system used by your employer or professional body) that contains the same information.
- Appendices containing certificates or other documentation in support of your evidence, which are clearly cross-referenced to your Evidence.
- A completed sponsor statement

## 2. Knowledge Evidence

2.1 You must provide evidence that demonstrates how you have satisfied the Knowledge requirements for each of the six Core Technical Skill Units and the two Additional Technical Skill Units you have selected. Details of the Knowledge requirements are provided in the document appendix 2 and are also given in each of the Evidence Forms the Portfolio of Technical Knowledge Submission Template. (NB: there are no specific Knowledge requirements associated with the three Professional Skill Units).

2.2 The PTK Assessors will need to be satisfied that you have a thorough understanding of the principles underlying transport planning. There are a number of ways in which you can provide adequate evidence, for example:

- relevant teaching from your university degree course;
- knowledge gained during attendance at a short course provided by a university, training organisation or your employer (note that attendance in itself will not be sufficient to satisfy the knowledge requirements of a particular Unit);
- attendance at a software provider's workshop where you have gained knowledge of the principles underlying their proprietary product;
- a seminar about a new piece of legislation.

2.3 Some of your learning may have been obtained from others with the necessary knowledge and by reading and studying while working on projects. Where this is the case, each area of learning must be confirmed either by Appendix material in which your role is made clear, or by your Project Manager or Line Manager for the relevant item.

2.4 In compiling the evidence for your PTK, it is essential that you record what you have learned and how. It is also important to remember that your Portfolio is not about listing your knowledge; the assessors will be looking at how you obtained that knowledge, and you should only describe your project experience in your evidence for a particular Unit if you can use it to demonstrate a learning outcome that matches a TPP knowledge requirement, at least in part. You will have the opportunity to record your project and management experience when you complete your Portfolio of Evidence for your Professional Review.

2.5 You are expected to be succinct in your submission, limiting your text to 750 +/-10% words per Unit. Whenever possible, be precise about what kind of knowledge you acquired, how you learned it, when you learned it and where you learned it. That is the information your Assessors will be looking for.

2.6 Candidates for the PTK are expected to demonstrate knowledge across modes, since a professional transport planner must be able to operate within a multi-modal context. This "competence across modes" requirement also applies to the Portfolio of Evidence and Professional Review.

### **3. Assessment**

3.1 Your PTK will be allocated to two assessors. They will make their assessment and advise the TPP Professional Standards Committee of their recommendation as to whether or not you have demonstrated the required knowledge. It is the aim of the TPP Professional Standards Committee to notify candidates of the assessment in writing within eight weeks of receipt of the PTK submission.

3.2 If successful, you will be invited to submit a Portfolio of Evidence and attend a Professional Review interview when you have reached the required level of competence. If your PTK assessment is unsuccessful, you will be provided with guidance on areas in which you needed to demonstrate more knowledge, and whether and how, in due course, you should resubmit.

3.3 The decision of the Professional Standards Committee is final.