



**Transport Planning Society**

# The TPS Guidance on Continuing Professional Development

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## **Continuing Professional Development (CPD)**

The Society's Code of Professional Conduct requires Designated Members to keep their knowledge and skills up to date and assist the development of appropriate transport planning knowledge and skills in others, and a condition of holding the TPP qualification is that Designated Members participate in at least 25 hours of CPD each year.

Whilst a commitment to CPD is an obligation for Designated Members, the Society encourages all its members to participate in CPD, ideally to the same extent as that required of Designated Members; to maintain their professional competence throughout their working lives and to commit to the principle of lifelong learning.

### **What is CPD?**

TPS defines CPD as “the systematic maintenance, improvement and broadening of knowledge and skills, and the development of personal qualities, necessary for the proper execution of a transport planner's professional responsibilities throughout their working life”.

Possible CPD activities include:

- courses leading to a relevant qualification;
- attendance at professional meetings;
- distance learning packages;
- structured (not routine) reading on particular themes or topics;
- lecturing on topics that are relevant to your PDP objectives (described later in this document);
- secondment to a post which adds relevant knowledge and expertise;
- giving presentations on CPD to colleagues;
- giving careers presentations to educational establishments;
- shadowing a colleague; and
- taking an active part in the affairs of the Society and other relevant professional bodies.

However, any activity must be consistent with the principles of maintaining, improving and broadening knowledge and skills. Thus, if you have gained nothing towards meeting your personal aims and objectives by attending a conference or seminar, being there does not constitute CPD.

### **Why undertake CPD?**

Transportation planning covers an area that is constantly evolving, with new requirements for and expectations of professional transport planners being introduced. This is emphasised by regular and significant changes in Government policies and priorities affecting the transport planning profession. CPD is intended to ensure that our knowledge and skills are up to date and ready to meet the challenges of constant change.

Undertaking a systematic programme of CPD and lifelong learning demonstrates a visible commitment to your profession – both to employers and society at large; up to date knowledge and skills; an awareness of current thinking and best practice; and a mature and inquiring mind. Indeed, Designated Members are obliged to remain competent and up to date by undertaking whatever CPD activity best meets their development needs.

## **TPS' CPD requirements**

The Society recognises that individuals and employers are usually the best judge of their CPD needs and of the value of CPD activities they have undertaken. To this end, the Society stresses the importance of quality and relevance as the key criteria for undertaking CPD, rather than just quantity.

The Society also recognises that Designated Members may also participate in other professional bodies' CPD schemes, and employer-run schemes. These are likely to meet the Society's CPD requirements. We will therefore include these within our monitoring process.

## **Professional Development Plan (PDP)**

The Professional Development Plan (PDP) is a short planning document that examines your current CPD needs, looks at how these might be met and lists objectives for the future. It helps to structure and focus your training needs and should address the following points:

- where am I now?
- where am I going?
- how am I going to get there?

One of the benefits of a PDP is that it should reduce the likelihood of unplanned training, which is unlikely to bring the maximum return on the valuable time and money spent on it.

The Society therefore encourages all its members to:

- produce a Professional Development Plan (PDP) each year that identifies professional development needs for the following two years,
- undertake at least 25 hours of CPD activity in any one-year period, that is appropriate and relevant to their PDP,
- maintain a record of CPD activity over a one-year period with an assessment of the value of each activity against the achievement of the objectives stated in the PDP

In producing your PDP you should:

- consider your current job and the skills you need to do it competently. What changes are likely to occur in the next few years?
- list both short and long-term ambitions. Be realistic about your ambitions and the time needed to achieve them.
- think about the areas in which you will need to target your CPD to achieve your ambitions – be realistic and prioritise. A PDP is not a request for unlimited training. Your employer will be interested in the business case for your PDP.
- look to the future; don't restrict yourself to thinking about current professional responsibilities - think carefully about whether you should strengthen existing skills or develop new ones.
- list out your priorities for the next two years. These will form the basis for deciding what CPD opportunities to undertake. It is important to remember that your priorities are not cast in stone; you may wish to change them in the future.

Your PDP will need to be reviewed and updated regularly to respond to changing needs, challenges and opportunities.

## **CPD Records**

Your CPD Record shows what you have done, what you have learned and how it relates to your PDP. The act of recording CPD activities is in itself an opportunity to reflect on what you have gained and to analyse the progress towards your PDP objectives.

Whilst an example of a simple CPD Record is included in Annex A, the Society recognizes that members, whether or not Designated, may wish to hold their CPD and PDP forms online for ease of recording and review. If this is the case, members must ensure that the basic information required by

the Society is replicated in any computer produced documentation and can be presented for scrutiny e.g. in a hard copy format.

As an Associated Society of the Institution of Civil Engineers, members of TPS have access to the ICE's own on line CPD record system. Further information on this is available from [info@tps.org.uk](mailto:info@tps.org.uk). However, it is important to note that the information held on the ICE CPD records cannot be transferred electronically; records have to be printed off for review by others.

## **Monitoring CPD**

The reputation of the Society and its membership is influenced by the professional competence exhibited by its Designated Members. It is important that this competence is maintained and that where difficulties exist these are identified and help given. The Society will, *confidentially*, monitor a small random sample of individual Designate Member's CPD records and their relevance to that individual's PDPs on a yearly basis.

Designated Members who have been selected for the current year, and whose PDP meet the requirements of the Society's CPD scheme will be excluded from the random sample for at least the following three years.

Designated Members who have been selected for the current year, and whose submitted records do not appear to meet the requirements of the CPD scheme, will be contacted to explain the areas of concern. Where problems relate to a misunderstanding of the requirements or a genuine difficulty in meeting the objectives, the Society will offer advice.

Where shortcomings are identified at the end of this process, the Designated Member will be asked to produce an action plan in order to meet agreed objectives which will be monitored at the end of a twelve month period.

# Continuing Professional Development - Guidance

## A Typical CPR Record Form

<b>Name</b>	<b>Employer</b>	<b>TPS Membership Grade</b>	<b>TPS Membership Number</b>
<b>Year</b>	<b>Period Starting</b>	<b>Period Ending</b>	<b>Sheet no</b>

<b>Date</b>	<b>CPD Activity (What/Where)</b>	<b>How was this training activity identified? E.g. PDP, specific to current job</b>	<b>Data Location</b>	<b>Hours</b>	<b>Cumulative total for year</b>

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