

The Transport Planning

Technician Standard

Transport Planning Technicians apply proven techniques and processes to the solution of transport planning problems and the achievement of wider goals.

Transport planning technicians are required to apply safe systems

of work and are able to demonstrate:

* Evidence of their contribution to either the development and implementation

of transport solutions or supporting services to transport planning

* The appropriate level of supervisory or technical responsibility
* Effective interpersonal skills in communicating technical matters to

different audiences

* Commitment to professional values.

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| The Competence and Commitment  Standard for Transport  Planning Technicians.  Trans port Planning Technicians must be competent  throughout their working life, by virtue of their  education, training and experience, to :- | The examples given below are intended to help you identify activities you might describe to demonstrate the required level of competence and commitment for TP Tech registration. These are not exhaustive. Note you are not expected to give multiple examples to demonstrate competence and commitment.  Tell us about your career, education and training. Explain how the experience you have gained has made you more competent. |
| **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, and were able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process.** |

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| **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 appropriate transport planning  techniques or principles. | Drawing from your direct experience, this might be an explanation of how to apply a practical method 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.** |
| **B1** Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions. | Show an example of how you have used data, observations and assessment to:   * identify the source of a problem * or to identify an opportunity * or to propose a solution. |
| **B2** Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact. | Illustrate how you make decisions about:   * what data, information or resources to use * or how to introduce a new method of working * or what precautions you took.   Describe how you have contributed to best practice methods of continuous improvement. |
| **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.** |
| **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, allocate and supervise 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. |

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| **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.** |
| **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 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.** |
| **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.  This could include an ability to:   * Operate and act 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 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, and other opportunities in order to keep abreast of change. |
| **E5** Exercise responsibilities in an ethical manner. | Give an example of where you have applied the principles as described 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. |