

Transport Planning Society

The Transport Planning Technician Standard

Transport Planning Technicians apply proven techniques and processes to the identification and 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.

<p>The Competence and Commitment Standard for Transport Planning Technicians.</p> <p>Transport Planning Technicians must be competent throughout their working life, by virtue of their education, training and experience, to :-</p>	<p>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.</p> <p>Tell us about your career, education and training. Explain how the experience you have gained has made you more competent.</p>
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<p>A Use transport planning knowledge and understanding to apply technical and practical skills.</p> <p>This includes an ability to:</p>	<p>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.</p>
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<p>A1 Review and select appropriate techniques, procedures and methods to undertake tasks.</p>	<p>Describe:</p> <ul style="list-style-type: none"> • 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.
<p>A2 Use an understanding of the principles underpinning transport planning, and the current policy and regulatory framework to apply suitable techniques and processes.</p>	<p>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.</p>
<p>A3 Use knowledge and experience to improve your application of transport planning techniques and processes.</p>	<p>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.</p>
<p>B Contribute to the design, development, or operation of safe and sustainable transport planning solutions or processes, programmes or services.</p> <p>In this context, this includes an ability to:</p>	<p>Explain how you contribute to one or more of these activities.</p>
<p>B1 Identify where objectives are not being met and apply appropriate methods to identify causes and achieve satisfactory solutions.</p>	<p>Give an example of how you have used data, observations and assessment to:</p> <ul style="list-style-type: none"> • 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.
<p>B2 Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact.</p>	<p>Illustrate how you participated in decisions about:</p> <ul style="list-style-type: none"> • 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. <p>Describe how you have worked in support of best practice methods and their continuous improvement.</p>
<p>B3 Identify, organise and use resources effectively to support sustainable solutions to transport problems.</p>	<p>Give an example of how the need to produce sustainable outcomes was reflected in your work.</p>
<p>C Accept and exercise personal responsibility.</p> <p>This includes the ability to:</p>	<p>Describe an experience or instance where you have had to accept personal responsibility for seeing a process through to completion within agreed targets.</p>
<p>C1 Work reliably and effectively without close supervision, to the appropriate codes of practice.</p>	<p>Your evidence should show how you identified and agreed what had to be done and to what standards on a typical project.</p>

<p>C2 Accept responsibility for work of self or others.</p>	<p>Your evidence could include:</p> <ul style="list-style-type: none"> • Minutes of meetings; • Site notes and instructions; • Agreed programmes of work; • Specifications, drawings and reports ; or • Appraisals <p>Activity not associated with your job can contribute evidence.</p>
<p>C3 Accept or allocate technical and other tasks.</p>	

<p>D Use effective communication and interpersonal skills</p> <p>This includes the ability to:</p>	<p>You will need to show you can: contribute to discussions, read and synthesise information, make a presentation; or write different types of documents.</p>
<p>D1 Use oral, written and electronic methods for the communication of technical and other information.</p>	<p>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.</p>
<p>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.</p>	<p>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.</p>
<p>E Make a personal commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.</p>	<p>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.</p>
<p>E1 Comply with the Code of Conduct of your institution.</p>	<p>The professional review involves demonstration of, or discussion of, your position on typical ethical challenges.</p>
<p>E2 Manage and apply safe systems of work.</p>	<p>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.</p>
<p>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.</p>	<p>Show examples of the assessment of risk in specific projects; actions to minimise risk to society or the built or natural environment.</p>

<p>E4 Carry out and record CPD necessary to maintain and enhance competence in own area of practice including:</p> <ul style="list-style-type: none"> • 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. 	<p>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.</p>
<p>E5 Understand ethical issues which may arise and exercise responsibilities in an ethical manner.</p>	<p>Give an example of where you have applied/upheld the outcomes or behaviours in the TPS Principles of Transport Planning.</p> <p>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.</p>