

The TPS Professional Development Scheme

Advice for PDS Managers and Mentors

Note 16/1

February 2016

CCE Communication, Commitment and Ethics Objectives – A Guide to Expected Evidence

Recent experience in Reviews has highlighted some problems with the provision of evidence for the CCE Units (Communication, Commitment and Ethics) and the consideration of these issues has led to the advice below. For CCE1, like other PDS Units' trainees must address "how and what did I learn?" or "what did I do? However for the CCE2 and CCE3 Units, the trainees face different issues. Both require them to "stand back" from the work task to understand why they acted in the way they did, and whether the action which they took accords with the highest professional standards as well as their own organisation's corporate values.

Also, unlike those for the technical Units, each of the CCE Objectives (except CCE3.2) includes all four of the competence levels - Awareness, Knowledge, Experience and Proficiency (CCE3.2 only requires Experience). In assessing each of the Objectives in these Units the Society is looking for evidence of both the Awareness and the Knowledge that underlies subsequent gaining of Experience and then Proficiency.

As with other PDS Objectives, the **Awareness** and **Knowledge** can be gained through short courses or learning on the job. Thus for

- both **CCE1.1, Reporting, and CCE1.2 Presentation and discussion**, as a new graduate, a trainee might have attended a company training session, or they might have learned by working with/for Project Managers.
- **CCE2.1, Compliance with formal requirements**, a trainee first needs to demonstrate that they are aware of and fully understand the formal (including legal) and best practice requirements that relate to their work as a transport planner.
- **CCE2.2, Compliance with work plans**, is related to M3, Planning and Managing Projects. So, completion of Objective M3.1 (Project Management Principles) provides the learning that underlies this Objective.
- **CCE2.3, Compliance with employer's standards**, a trainee needs to demonstrate that they are aware of and fully understand their company's practices and procedures as well as good transport planning practice.
- **CCE2.4, Keeping up to date**, the learning requirements are rather simpler – a demonstration that a trainee understands the importance of keeping up to date, and thus CPD.
- **CCE3.1, Working in an ethical manner**, there are two main sets of requirements which a trainee needs to demonstrate they are aware of and fully understand. The first set is that of their employer. The second set is that of TPS - the Society's Code of Professional Conduct

For more information contact:
Keith Buchan: kb.tps@mtri.com
Or info@tps.org.uk

– as well as the similar requirements for any other professional body of which they are a member, such as CILT or CIHT.

- **CCE3.2, Values and behaviour**, is an important but less well defined set of requirements. What is required is a clear demonstration that a trainee understands and appreciates the importance of both the corporate values of their employer and the individual values of those they work with, including respect for different views and cultures encountered in the course of their work.

Moving on to the ‘doing’ – **Experience** and **Proficiency** requirements - the first step in each Objective is to demonstrate that a trainee has achieved Experience – working under supervision – before progressing to Proficiency. Thus for:

- both **CCE1.1 Reporting, and CCE1.2 Presentation and discussion**, the trainee needs to set out in their PDS records (including Quarterly Reports if used), projects for which they have drafted reports and contributed both towards the preparation of presentations and in discussions, before taking (being given!) responsibility for the preparation of reports and presentations, and the management of discussions.
- **CCE2.1, Compliance with formal requirements**, a trainee should use their PDS records (including a cross reference to Quarterly Reports if used) to demonstrate that, working under supervision, they first have obtained Experience and then Proficiency in complying with specific sets of formal requirements, building up to a range of such requirements, and then going on to take full responsibility for their own compliance and, ideally, supervising others to satisfy the Proficiency requirements.
- **CCE2.2, Compliance with work plans**, a trainee needs to demonstrate that they first have obtained Experience and then Proficiency in working in accordance with established work plans.
- **CCE2.3, Compliance with employer’s standards**, as with CCE2.1, a trainee should use their PDS records (including a cross reference to Quarterly Reports if used) to demonstrate that, working under supervision, they first have obtained Experience in complying with specific sets of their employers requirements, building up to a range of such requirements, and then going on to take full responsibility for their own compliance and, ideally, supervising others to satisfy the Proficiency requirements
- **CCE2.4, Keeping up to date**, a trainee’s CPD record should demonstrate that they are keeping up to date with technical, policy and practice developments in the profession.
- **CCE3.1, Working in an ethical manner**, a trainee needs to show that they have built on their understanding of their employer’s and the TPS codes of conduct (as well as those of any other professional body of which they are a member), citing examples (for instance the challenges of ensuring information provided to third parties is accurate and thoroughly objective). This should extend to instances where they have sought to ensure that those for whose work they are responsible do likewise.
- **CCE3.2, Values and behaviour**, a trainee needs to demonstrate how they have complied with the requirements at Experience level.

, Achievement of a competency requires demonstration of a consistent ability to work at Experience (and Proficiency) and, ideally, the evidence should identify a number of pieces of project work.