



TPP GUIDANCE NOTES FOR CANDIDATES

Note 4

TPP Standard Route

TECHNICAL REPORT: GUIDANCE

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1. The Technical Report

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

1.2 As explained in Note 1 of the Guidance Notes, it assumes that you:

- are 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) and
- do not have a Honours degree or equivalent.

1.3 The purpose of the Technical Report is to demonstrate that you have the required underpinning knowledge of transport planning processes, through work-based learning and training, to proceed to the TPP Professional Review.

2. The Evidence

There are two stages in the Technical Report process.

Stage 1

You are required to submit:

- A Technical Report application form (see the Annex to this Section of the Guidance);
- A full CV, describing your education, positions held and experience to date;
- A synopsis, no longer than 1,000 words, of what you plan to cover in your Technical Report;
- A two-year CPD record (25 hours per year). You may use the form provided (see Technical report template or an alternative recording system (for example a system used by your employer or another professional body) that contains the same information;

Your synopsis will be considered by two assessors. If your synopsis is accepted, you will be invited to progress to Stage 2. If the assessors are not satisfied, you will be offered guidance on how to improve and resubmit your synopsis, or where and how you could focus future learning before submitting a new synopsis.

Stage 2

Your subsequent Technical Report must be no longer than 8,000 words and must follow a standard format:

- **Title page** with:
 - Name and contact details;
 - CIHT and/or TPS or CILT membership number;
 - report title preceded by the rubric “Technical Report to demonstrate the Awareness and Knowledge required of a Transport Planning Professional”;
 - date.
- **Contents page**, listing all sections and sub-sections listed with page number references;
- **Introduction**, stating concisely the form that the report will take and indicating the main topics, developments and points to be covered;
- **Body of the Report**, which demonstrates clearly how you have satisfied the knowledge requirements for each of the six Core Technical Skill Units (T1-T6) and two of the four

Additional Technical Skill Units (T7-T10). You are not required to address the Professional Skill Units P1 to P3 in your Technical Report.

3. Assessment

3.1 Your assessors will undertake an assessment of your Technical Report and make a recommendation to the TPP Professional Standards Committee. If the Technical Report is approved, you will be advised that you are eligible to proceed to the submission of a Portfolio of Evidence and Professional Review (see Guidance Note 2).

3.2 It is the aim of the TPP Professional Standards Committee to notify candidates of their assessment outcome in writing within eight weeks of receiving your submission.

3.3 If you are unsuccessful you will be provided with guidance on areas in which it was felt you needed to gain further knowledge and/or experience and how, in due course, you should resubmit.

3.4 In all cases, the decision of the Professional Standards Committee is final.