



Professional Development Framework Q&A

What is the CIHT Professional Development Framework?

The Professional Development Framework is an on-line system, designed and approved by CIHT and our partner organisations, that offers licensed employers a structured approach to professional development for their employees working in Highways and Transportation.

What is the Competency Matrix?

The Framework is structured around 11 Highways and Transportation based competencies that have been mapped to the UK-SPEC and CTPP professional standards. A Competency Matrix has been developed as a reference guide for users and their mentors to understand and sign off the competencies.

What are the benefits of the Framework?

The CIHT Professional Development Framework improves the effectiveness of individuals and teams through ensuring that they acquire the right knowledge and experience to meet their employer's needs and satisfy recognised professional standards.

The Framework encourages learning and enables individuals to work towards professional engineering and transport planning qualifications. Users can keep track of their CPD and monitor their professional development through the online support portal.

Benefits for employers

- Increased credibility with customers
- Assurance of professional competence
- Motivated and committed staff
- Demonstrates that staff development is taken seriously
- On-line tool for managing employees' professional development
- Helps to support and embed a learning culture

Benefits for employees

- Designed for people working in Highways and Transportation
- Provides structured career development
- Accessible and easy to use on-line system
- Record of expertise and a professional attitude valued by employers and customers
- Recognition of progress and achievement
- Provides a pathway to professional qualifications and registration

How much does the Framework cost?

To become a Licensed Framework Organisation, employers pay an annual license fee which includes access to the online system for a fixed number of users (i.e. employees selected to follow the training programme) and their mentors. Members of CIHT's Partnerships Network pay a discounted license fee.

Users must be members of CIHT at the appropriate grade and pay the current subscription rate. For details contact professionaldevelopment@ciht.org.uk



How does the Framework work?

The Framework allows users (employees selected by their licensed employer) to record their progress against the 11 Highways and Transportation competencies. The Licensed Organisation allocates each user an in-house mentor. The user completes a quarterly report form which is reviewed by their mentor who monitors and advises on progress.

The Framework step by step:

1. Employer applies for Licensed Framework Organisation status
2. CIHT is informed of the employees selected to be Framework users
3. CIHT is informed of the mentors assigned to each user
4. CIHT issues unique codes for accessing the online system, guidance for users and mentors and the Competency Matrix
5. Users record their experience against the competencies
6. Progress is assessed and signed off at regular intervals by the Mentor
7. A Development Action Plan is agreed and reviewed to ensure the user remains on track
8. Once all the competencies have been signed off, CIHT should be informed. Guidance on progressing to professional registration will be issued at this point.
9. CIHT supports Licensed Framework Organisations throughout the process.

How long does the Framework take to complete?

For new entrants to the sector, the Framework will normally take up to three years to complete. If the user has already acquired some relevant knowledge and experience, this could shorten the completion time.

Is this a graduate training scheme only?

No. The Framework can be used to support professionals with varying degrees of experience. Mid-career professionals can use the structure to 'gap fill' where their knowledge and experience requires topping up before applying for qualification.

The Framework and Continuous Professional Development (CPD)

CIHT members and candidates applying for professional registration must submit a CPD record. The Framework allows users to record both their Initial Professional Development and their Continuing Professional Development through one online system.

What is the responsibility of the Mentor?

Mentors provide advice, guidance and encouragement to users within their organisation. They are responsible for supporting the user's training and for signing off their professional development progress. Guidance for Mentors is issued to all Licensed Framework Organisations.

Where can I get more information?

For more information, please contact CIHT's Professional Development Officer via professionaldevelopment@ciht.org.uk