

Application Form

Section 1: Contact Details

Organisational

Name of Organisation.....

Department/Office (where application applies to only one function/office).....

Main Address.....

Telephone.....

Fax.....

Email.....

Website.....

Nominated contact *(Regarding RTPI Learning Partner status)*

Name.....

Job Title.....

Telephone.....

Email.....

Nominated contact for recruitment enquiries *(Optional)*

Name.....

Job Title.....

Telephone.....

Email.....

Section 2: Organisational Details

These details will feature on the online list of Learning Partners

Type of Organisation

- | | | | |
|--------------------------------|--------------------------|---------------------------------|--------------------------|
| Local Authority | <input type="checkbox"/> | Utility/infrastructure provider | <input type="checkbox"/> |
| Central/regional government | <input type="checkbox"/> | Private developer | <input type="checkbox"/> |
| Planning Consultancy | <input type="checkbox"/> | University/Academia | <input type="checkbox"/> |
| Multi-disciplinary consultancy | <input type="checkbox"/> | Charity | <input type="checkbox"/> |
| Independent consultant | <input type="checkbox"/> | NGO | <input type="checkbox"/> |
| Other (Please specify) | | | |

Location of other UK offices (town/city – no need to give full address).....

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Location of offices outside of UK (country).....

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Organisation description (up to 250 words)

Training & Development Policy & Practice Highlights (4 bullet points)

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Number of Chartered Town Planners (MRTPI):.....

Number of Licentiatees on the APC:.....

Number of RTPI members (all categories, see Appendix A of guidance):

Section 3: List of Evidence Provided

A checklist of suggested evidence is included in Section 4 of this application. Please also see Section 3 of guidance.

Commitment	List of Evidence Provided
I. Promoting Professional Development	
i. Employer values MRTPI and other membership classes as meaningful qualifications.	
ii. Employees are aware of the organisation's policies on supporting professional development.	
iii. Employees are aware of their responsibility for professional development.	
II. Identifying, Monitoring & Reviewing Professional Development Activity	
i. Employees understand their roles and responsibilities.	
ii. Employees have regular opportunity to set targets & objectives and to identify professional development activity.	
iii. Employees have regular opportunity to review progress towards targets & objectives.	
iv. Professional Development activities are assessed by the individual for learning outcomes.	

III. Supporting Professional Development	
i. Members and potential members are supported in undertaking CPD.	
ii. Eligible employees are supported in their route to membership through the APC (where applicable).	
IV. Embracing Diversity and Equal Opportunities	
i. Training & development programmes are in place for staff in all role types and at all stages of their careers.	
ii. Diversity policies are in place and acted upon.	

Section 4: Checklist of Commitments & Evidence

Employers are expected to provide evidence of each commitment, though it is not expected that each item of suggested evidence is provided. The list of evidence is not exhaustive; the RTPI seeks to encourage creative and innovative programmes and schemes to support learning & development, and these may have varied evidence bases. One piece of evidence may, where necessary, serve to illustrate more than one commitment.

Commitment	Suggested Evidence
I. Promoting Professional Development	
i. Employer values MRTPI and other membership classes as meaningful qualifications.	MRTPI-level positions explicitly state requirement in advertisements and other documents Percentage of staff who are members of the RTPI (Chartered planners and all classes) Evidence of sponsorship for initial professional education Evidence of career paths towards membership Evidence of structured training schemes towards membership Employer meets/contributes towards the cost of RTPI subscriptions & applications
ii. Employees are aware of the organisation's policies on supporting professional development.	Internal memos Employee handbook Intranet Employee induction Job advertisements
iii. Employees are aware of their responsibility for professional development.	Internal memos Employee handbook Intranet Employee induction Appraisal
II. Identifying, Monitoring & Reviewing Professional Development	
i. Employees understand their roles and responsibilities.	Job descriptions Agreed performance criteria Organisational charts Roles & competencies required of different grades
ii. Employees have regular opportunity to set targets & objectives and to identify professional development activity.	Appraisal description/documentation Documented review processes Coaching/mentoring Professional Development Planning

iii. Employees have regular opportunity to review progress towards targets & objectives.	Appraisal description/documentation Documented review processes Coaching/mentoring Professional Development Planning
iv. Professional Development activities are assessed by the individual for learning outcomes.	Appraisal processes Documented review processes Coaching/mentoring Professional Development Planning
III. Supporting Professional Development	
i. Members and potential members are supported in undertaking CPD	Internal training courses Support for external conferences/events e.g. RTPI Training Use of online learning accounts e.g. RTPI Learn Training materials made available Staff encouraged onto initial professional education/further education where appropriate Support for structured on-the-job training Staff training & development budget is allocated and utilised
ii. Where applicable, eligible graduates are supported in their route to membership through the APC	Graduates encouraged to become Licentiates as soon as possible Licentiates have opportunities to gain a range of experience A Mentor is offered Log book/PDP linked to internal requirements Assessment fee met/contributed towards
IV. Embracing Diversity and Equal Opportunities	
i. Training & development programmes are in place for staff in all role types and at all stages of their careers.	Policy documentation Organisational structure/charts Mapping of career pathways for all employees
ii. Diversity policies are in place and acted upon.	Copy of equality & diversity policy Statement on implementation and operation of policy