

# IHIE Professional Certificate in Highway Development Control Foundation Level



## This leaflet explains

- The two routes to an IHIE Professional Certificate
- What you need to submit, how applications are processed
- The style for your assignments or portfolio
- How to prepare for your interview

The Standards of Competence which set out what you are expected to know and to be able to show that you can do at the assessment interview are in *Annex 1*.

Additional guidance for candidates using the experience Route B is published separately as *Annex 2*.

*The Certificate is open to all. You do not need to be, or to become, a member of IHIE nor do you have to complete a training course or have particular academic qualifications. You are required to prove that you meet the standards of competence.*

**There are two routes to the IHIE Professional Certificate.**

**Route A** Complete the Development Control Training Programme then discuss your assignments and your current work at an interview with two assessors. You will be judged against the Development Control Standards. There is no additional fee.

**Route B** Compile a portfolio of your work matched to the Development Control Standards of Competence. Present your work at an interview with two assessors. You will be judged against the Development Control Standards.  
There is an assessment fee of £65.00 for IHIE members, £90.00 for non members.

Successful candidates will be awarded the IHIE Professional Certificate in Highway Development Control. With the Certificate and either a NC or higher qualification or sufficient years of experience you can join IHIE as a Member (MIHIE).

If you have an approved engineering qualification at National Certificate or above, you may be able to register as an Engineering Technician and your assessors will include an IHIE Reviewer. IHIE will advise you on eligibility once you are successful.

There are four interview sessions each year. The closing dates are 19 March, 4 June, 10 September and 1 November. Interviews are normally held in London and in Leicester but other locations may be offered depending on take up.

**The Certificate in Development Control is only available at Foundation level.**

## All candidates

Send to IHIE, either as an email or by post, three copies of

- The application form (*PC Document 10*)
- Photocopies of any educational qualifications and training completed since you left school
- A CV
- Your current job description and an organisation chart
- An Experience Report cross referenced to the Statements of Competence

If you are applying under the experience **Route (B)**, you also need to send the assessment fee (£65.00/£90.00) and a project report with supporting documents – see *Annex 2* for details.

Under **Route A** you can choose whether to allow the Assessors to read your assignments on the day or to **make two photocopies** of your four Course Assignments to send them in advance. Please tell IHIE in an email or letter which you decide.

## Application Procedure

**IHIE will** acknowledge receipt of your application, pass on the information you supplied and give you contact details for your assessors.

**Send your assignments** or Report and documents to the two assessors by the Post Office.

**IHIE will** tell everyone the time and date of the interview and give you details of the venue.

**Afterwards**, the assessors make a recommendation to the IHIE Development Control Steering Group.

Normally you should receive your results within six weeks.

**If you do not succeed** you will be told why. If you are dissatisfied with how the assessment was conducted – i.e. if the format, procedure or style of the assessment significantly compromised your ability to convince the assessors that you met the Standards – you may appeal. Ask the Membership Manager for details.

**If you are successful**, IHIE will notify you and invite you to join as a **Member**. It's the best way to keep in touch and ahead in your profession and the letters MIHIE are a public demonstration of your worth.

If you have engineering qualifications at NC level or above or equivalent we will advise you on registering as an **Engineering Technician**.

## The Experience Report

Describe in 1000 to 2000 words your experience to date. Say more about the recent schemes where you have exercised greater responsibility. Explain what you did and why by reference to national and local design principles, policy or good practice.

Under **Route A**, cross reference this Report and your assignments to the Statements of Competence 1.1 to 7.

## Style Guide for Written Work

In preparing your assignments, portfolio or any report, it is good practice to:

- word process the text using one and a half line spacing on one side of A4
- leave a line between paragraphs
- use headings and subheadings
- number the sections, paragraphs and pages
- number any photos, tables in the text
- number all attachments and prepare a list of attachments
- get the assignments bound or use a ring binder
- reduce plans if possible or fold them into a plastic wallet
- include photos, sketches or plans to help to explain the site
- start with a list of contents
- justify your reasoning, comments and recommendations by reference to national and local standards (e.g. PPSs) or practice advice (e.g. Local Design Guide)
- make clear the extent of your responsibilities

Make sure your submission is easy to handle and to find your way around.

## Use good English

- Be precise
- Check your grammar and spelling: ask colleagues to look over the text
- Write short sentences
- Use plain English words

Ask a colleague to proof read the report for technical accuracy.

## Preparing for your interview

The assessors will set you at your ease. The interview is not an examination: it is a discussion with senior colleagues. No one interview is the same as another. The assessors have their own styles but their conduct must be fair and proper. Their assessment will be based entirely on the work submitted and your performance on the day.

### Beforehand,

- Identify significant or interesting aspects of your work to talk about
- Find out any updates on the projects you submitted
- Practice talking about your work
- Think about questions you could be asked and your answers
- Write prompts on cards or your copy of your documents
- Refresh your knowledge of the issues and policies listed in the learning aims.

### On the day,

Your assignments or Portfolio will have been read by the assessors.

They will ask you questions to test your knowledge and competence to satisfy themselves that you meet the Statements of Competence.

Prepare to explain what you did and why. A good approach is to practice talking through a few key schemes from your Experience Report to bring out the extent of your experience.

Remember to

- listen to the questions
- say what you mean, logically and clearly
- take comments objectively, not as a personal slight
- stop digging if you get into a hole: don't waffle.

**The IHIE Professional Certificate accredits your competence, marks you out as a qualified professional, and is backed by senior DC professionals – your employers.**

**ADVANCE YOUR CAREER**

### Further details

**Membership Manager, Michelle DaCosta**  
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	Learning Aims for Training Programme	Competence Standard expected of Candidates
<b>1. The Development Control process</b>		
<b>1.1 Planning process</b>	Understand the law and policy framework governing planning in England.	Have experience of dealing with development proposals covering all the aspects listed.
<b>1.2 Planning procedure</b>	Understand the planning process including local development frameworks, LTPs, adoption of highways, section 38 Agreements, TROs, planning obligations (106 agreements).	
<b>1.3 The role of HDC in dealing with planning applications</b>	<p>Know the assessment procedures and the issues to be considered.</p> <p>Understand your role in:</p> <ul style="list-style-type: none"> <li>- ensuring that development is compatible with policy objectives including local context, sustainability and safety</li> <li>- using transport assessments to identify travel and access implications</li> <li>- section 106 Obligations to mitigate adverse impacts</li> <li>- adopting new roads (Section 38s)</li> <li>- preparing 278 Agreements</li> <li>- achieving sustainability and modal shift</li> <li>- delivering developments which are attractive, safe, buildable, maintainable and with adequate drainage.</li> </ul> <p>Understand the methods available to assist in forming highway advice.</p>	

	Learning Aims for Training Programme	Competence Standard expected of Candidates
<b>1.4 The Appeals process</b>	Understand grounds for refusal and the appeals process	Have prepared information and background detail for a local inquiry.  Have prepared statements for a Written Representation.
<b>2 Issues to be considered in dealing with a planning application</b>		
<b>2.1 Policy</b> Policy framework (PPSs and PPGs), Local Development Frameworks (replacing local plans) and LTPs	Understand the issues to be considered when dealing with a development application, the tools available and their use and limitations	Be able to recognise constraints and identify potential problems.  Be able to choose appropriate methods, techniques and procedures to apply each task.
<b>2.2 Highway design, construction and management issues</b> Technical design standards Vehicle access (visibility splays) Role and scope of safety assessments and audits in DC Role and scope of vulnerable road user and mobility reviews and audits in DC What to look for: mobility access, maintainability, buildability, drainage	Be aware of all relevant standards and advice.  Understand the reports and standards and know how to commission and use reports.	Be able to negotiate solutions (using current standards, policies and practice) which allow for identified constraints.  Be able to identify, organise and use resources effectively to complete tasks.  <i>"Use resources" means the use and understanding of standards, reports, specifications, etc.</i>
<b>2.3 Network capacity</b> Junction analysis Junction design - PICADY Roundabouts - ARCADY Signals - OSCADY, LINSIG, TRANSYT	Be aware of models and their limitations. Know how to validate the data provided and how to interpret and apply the results.	Be aware of current and emerging standards and be able to apply them effectively with due regard to cost, quality, safety, future maintenance, environmental impact and sustainability objectives.

	Learning Aims for Training Programme	Competence Standard expected of Candidates	
<b>2.4 Transport assessments</b> Trip generation and distribution - TRICS Travel demand assessment	Understand and know how to evaluate an assessment.		
<b>2.5 Ownership</b> What to check, where Protecting the interests of the highway	Know what to check in order to protect the interests of the highway		
<b>2.6 Design and master planning</b> Quality public realm Design guides Safety by design for housing layouts	Be aware of local regional and national guidance.  Know how to translate this guidance into a layout which is appropriate to the local context and is fit for purpose.		
<b>2.7 Sustainability</b> Parking provision Using the walk isochrome	Be aware of the policies. Know how to assess proposals for all forms of travel.		
<b>2.8 Travel plans</b> The policy context Routing agreements Guidance Enforcement	Understand the aims and legality of Travel Plans.		
<b>3. Responding to consultations and preparing conditions</b>	Understand the roles of the conditions, the types of conditions, the reason behind the recommendation and the need to formulate carefully.		Be able to prepare a response covering all of (2).
<b>4. Post-planning consent issues</b>	Know how to prepare S38 and S278 Agreements, and be aware of NRSWA, road possession, programming etc		Be able to issue instructions for legal agreements.

	Learning Aims for Training Programme	Competence Standard expected of Candidates
<b>Plus, personal skills</b>		
<b>5. Personal responsibility</b>		<p>Work reliably and without close supervision.</p> <p>Comply with relevant regulatory and good practice requirements.</p> <p>Make independent technical decisions and give advice within own capabilities.</p> <p>Accept responsibility for completing tasks to time, resources, costs and to quality standards.</p>
<b>6. Communications and interpersonal skills</b>		<p>Communicate effectively.</p> <p>Work effectively with colleagues, consultants, developers and the public.</p>
<b>7. Obligations to behave professional, to society, the profession and the environment</b>		<p>Behave appropriately and professionally basing opinions on adequate knowledge.</p> <p>Accept responsibility for own and others safety.</p> <p>Be aware of and comply with all relevant safety legislation and codes of practice.</p> <p>Be aware of and adopt sustainable practices, where possible.</p> <p>Carry out continuing professional development in order to maintain and enhance your competence.</p>

# IHIE Professional Certificate in Highway Development Control

## Applying under Route B

### Preparing your Project Report

This is of a report of some recent work with supporting documents showing that you have the knowledge and experience demanded of a highway development control practitioner.

Aim to write about six to ten pages describing the relevant schemes chronologically, the options you considered, explaining your contribution and why you acted as you did, by reference to comment standards and policy.

Your report and supporting documents must be cross referenced to the processes and skills listed in the left hand column of the Statements of Competence. Aim to cover each statement somewhere in either the Project Report or in your Experience Report if the Project doesn't quite cover all the statements.

To get started, set yourself a programme with objectives and milestones. It will help to work with your line manager or a mentor.

Read the knowledge expectations and Statements of Competence. Make notes on the Statements of recent jobs which are relevant. Find correspondence, reports, appeal statements etc which you produced or contributed to which show you undertaking the process described in the Statements.

We recognise that you work in a team but remember that it is your contribution which is being assessed. Explain clearly what work was your responsibility and the actions you took.

Discuss your progress with your line manager or a mentor to check you are on the right track or if you've missed something.

Comparing your experience against the Statements will also allow you to identify if you need to gain additional knowledge or experience.

You will need to refer explicitly in the portfolio to relevant regulations, standards, policies and codes and to the sustainability and public interest issues highlighted in the Statements of Competence.

### Supporting documents

You do not need to produce a separate piece of evidence for each of the Statements. For instance, Statement 6 on 'communication skills' is probably already covered by letters or recommendations you have prepared for Statements 1 and 2.

Putting numbered tags on each document or using dividers will help the assessors find them more easily.

Make clear which documents are your own work or add a note to explain what you contributed.

We do not expect you to breach confidentiality. Seek clearance from your employer and warn IHIE if the submission is confidential or commercially sensitive.

There is not need to include copies or extracts from any standards or manuals (unless you wrote them); just refer to them in the text to show you know and use them.

Preface your documents with a list. A good idea is to draw up a matrix listing the Statements of Competence against the documents showing what Statements are covered by particular documents. This also helps you to identify any gaps.

Statement	1	2	3	4	5	6	7
<b>Document</b>							
<i>1. 278 Agreement for 'Downlands'</i>		√		√		√	
<i>2. Advice provided to planning section on 'Downlands'</i>	√	√				√	