

# **Applying for Engineering Technician (EngTech)**

INSTITUTE OF HIGHWAY ENGINEERS

De Morgan House

58 Russell Square

London

WC1B 4HS

t: 020 7436 7487

f: 020 7436 7488

[secretary@ihie.org.uk](mailto:secretary@ihie.org.uk)

[www.ihie.org.uk](http://www.ihie.org.uk)

# This document explains:

- Why register
- How to get Started
- The choice of application routes (standard or individual)
- How to register step by step
- What next with your application
- How to get an IHE Professional Certificate at the same time

## Why register

Technicians provide mainstream practical services often at supervisory level.

Anyone who meets the competence and responsibility standards can be an EngTech – there's a route to suit all competent technicians.

There are many benefits of EngTech registration, both for individuals and the companies they work for.

For individuals, the benefits of EngTech include:

- Tangible evidence to your employer and potential employers of your proven competence as a professional technician.
- Recognition by the worldwide engineering community.
- Ongoing career progression, as you establish your professional credentials within the industry.
- The use of **EngTech MIHE** after your name.
- Marks you out from those who have no professional registration.
- An important stepping stone in the process to becoming IEng or CEng.

As a professional member of the Institute you'll have the same access to information and networking opportunities as Incorporated and Chartered Engineers and can progress to **Fellow EngTech** when you have been an EngTech for 5 years and meet the responsibility requirements of IHE.

For companies the benefits include:

- An aid to your recruitment of apprentice engineers
- An incentive to help retain qualified and experienced staff
- A visible demonstration of your commitment to the wider engineering industry
- A competitive advantage as an employer within the industry

## Getting Started

Look at the competence statements in the **Document ET3**. If you feel you meet the standards, apply to join IHE and take the Technician Professional Review. For the review you explain how your experience meets the registration standards, and back this up by examples of your work. You might be able to get an IHE Professional Certificate at the same time.



## Need Help?

If you are unsure, please contact our Membership Manager on 020 7436 7487 or email [membership@ihie.org.uk](mailto:membership@ihie.org.uk)

Or, come along to one of our courses on **Preparing for your review**. Your mentor can also attend free of charge.

## Choice of application routes

### Standard Route

If you have a National Certificate in engineering or an equivalent level 3 qualification and are working at the right level, use this pathway.

Typical level 3 qualifications which are also acceptable include:

- National Diploma or HNC in engineering or construction
- A Foundation Degree in engineering or construction
- A level 3 Diploma in Construction or Engineering with additional maths

### Got an NVQ/ SVQ?

If you have a relevant NVQ or SVQ level 3, for example in maintenance, construction or transportation, ask IHE if it is acceptable. If yes, and you completed the NVQ within the last three years, then compile a reduced submission as explained in the **Rough Guide for NVQs**. If it's not accepted, you can still use the Individual Route.

### Individual route

If you have other qualifications or none at all, and can demonstrate competence and commitment to the appropriate depth and level through your work experience, then you can be individually assessed.

This process will include an assessment interview, possibly in your office.

Typically applicants for this route have:

- Work experience at supervisory level but no or few qualifications
- NC or ND in building
- City and Guilds Advanced Craft (NVQ2) in road works/NRSWA qualifications
- City and Guilds Traffic Engineering Certificate (from Kingston College)
- Nottingham Trent's Highway and Traffic Engineering certificate
- MANCAT's Accident and Safety qualification
- Bath Highways Open Tech Certificate (5 units including a project)
- University of Derby Diploma in Asphalt Technology

**IHE will accept a wide range of qualifications – or just experience – please contact us for advice.**

You may have worked your way up from 'the tools' or have moved into highways from the police or another career. Provided you can show you meet the knowledge and competence requirements in your submission, and in discussion with an assessor, you can become a Registered Technician.



# How to register

## Step One

Download the competence standards **Document ET3** and the **Essential Forms** from

[www.ihie.org.uk/membership/becoming-an-engineering-techni/](http://www.ihie.org.uk/membership/becoming-an-engineering-techni/)

There's also lots of advice on presentation, health and safety, CPD etc which you can download from this page.

## Step Two

Open a folder and put into it:

- Completed IHE Application and Payment forms
- Copies of your academic certificates
- Your CV (make sure it explains your various jobs)
- Your job description and organisation chart with your post highlighted
- Your CPD record including 3 off the job 'CPD Days' with one on safety and one on sustainability issues (e.g. recycling, safe routes to school).
- Your company appraisal forms (or use IHE CPD forms) showing a CPD record and plan.

You now need to complete Professional Development Forms describing your experience against each of the 13 Engineering Council Statements of Competence and Commitment and compile a portfolio of documents to demonstrate this experience.

## Step Three

Working with a mentor to give you advice and support and to sign off your submission: revise your CV so that it gives a complete picture of your employment history – dates, employers, jobs and responsibilities,

Describe clearly the work you did but keep it short: aim for one page of each five or ten years of employment.

## Step Four

Jot down against each of the EC Statements recent work which meets the competence descriptions.

Expand your explanations to about 250 words per statement. Remember we want to know what you did – use 'I' not 'we'.

Describe at least two examples per statement. This will give the Reviewer more confidence that you are consistent.

At the same time put together a portfolio of relevant documents to back up your written explanation.

There is no problem referring to the same scheme or work experience in more than one statement – but be sure you explain the aspects pertinent to each statement. This also means that the same document can be used to substantiate your competence across a number of statements.

Use the **Document Matrix** to summarise how your chosen documents relate to the 13 Statements.

The Documents should be your own work. If not, just explain your role.

Ask your mentor to sign off each statement.



Remember that if you are applying under the Individual Route – particularly if you have few academic qualifications – that you will need to prove that you have sufficient engineering knowledge under Statements A and B and may need to call on more schemes.

## Step Five

Put all the papers from Steps Two to Four into a folder with a Contents List.

Ask your employer or line manager to review your submission and complete a confidential Employer Proposer Form 301 and send it to **IHE, De Morgan House, 58 Russell Square, London WC1B 4HS.**

Make two copies. Keep the original and send one copy to IHE by the closing date.

## What happens at IHE?

IHE will acknowledge receipt by email and say when the Committee next meets for elections.

The IHE Membership Manager will tell you the name and address of a Reviewer.

You send the second copy of your submission to the Reviewer.

If you are using the **Standard Route**, the Reviewer will prepare an assessment and recommendation for the Institute's Membership & Qualifications Committee. If the Reviewer has any queries or wants more explanation, they will telephone you to talk or to arrange to meet.

If you are applying under the **Individual Route**, you will be called to a meeting (which could be at your office), with a local assessor who will ask you to take them through your experience and current roles. The assessor could be a registered engineer in your company.

Three weeks after the Committee meeting you'll receive a letter electing you as a Member (MIHE).

**IHE will register you as an EngTech** and you'll receive a card and letter direct from EC shortly after words.

## IHE Professional Certificates

IHE Professional Certificates certify achievement of specialist expertise. They are available in Transport Development Control, Traffic Sign Design, Design and Management of the Public Realm and Traffic Signal Control at Foundation (technician) level.

You can apply simultaneously for a Certificate and a Professional Review. In brief, your submission will need to be cross referenced to both the Certificate Statements of Competence and those of the Engineering Council. You will be interviewed, primarily on the Certificate specialist knowledge.

If you have completed the six day Development Control or the Public Realm Foundation level training programme, your four assignments will form the basis of your submission, together with a review submission as outlined above.

The process is fully explained in **Documents HDC4** and **TSC4**. If you decide to follow this route, please apply to IHE for clearance in the first instance.

