



IHIE Professional Certificate

Going for an NVQ

This leaflet

- Explains what an NVQ is and how to gain one
- Lists the units which make up the transportation qualifications

What is an NVQ?

National Vocational Qualifications recognise your competence at work. The standards listed in the NVQs set out what is expected in an occupation and have been endorsed by our industry sector.

To gain an NVQ, you work with the Assessment Centre to measure yourself against the national occupational standards, explain how you meet the standards and produce documents from your work as proof. The standards are concerned with what you do and how you have applied what you know, they are not about what you know.

The **National Transportation Qualifications in transportation (NTQs)** are awarded by the **Open University Awarding Body**.

Your competence is assessed at an **Assessment Centre** who guide you through the process and with whom you must register. In the case of the NTQ levels 3, 4 and 5, the main national centre is CASL in partnership with TMS. There are other centres in the south west.

With the full NTQ3 you can gain **Engineering Technician** through IHIE and ICE without having any academic engineering qualifications by preparing a report explaining how your NTQ experience meets the Engineering Council standards. (This is known as the Technician Professional Review).

The portfolio prepared as part of the IHIE Professional Certificate can be taken into account in assessing you for the NTQ. The knowledge you have gained underlines many of the standards, e.g. "dealing with hazards and risks".

The NVQ in Transportation (NTQ)

The NTQ is a broader qualification than the IHIE Professional Certificate and more demanding. The Professional Certificate at Foundation level is broadly at NTQ3 level; the Practitioner certificate is at NTQ4 and the Expert Practitioner Certificate is between 4 and 5.

All the NTQs consist of four or five of compulsory ("core") units plus a similar number of other units to be selected from 12 to 25 options.

Every unit is available individually so you can pace yourself and select your own clusters of units as you choose.

The units are listed overleaf.

Further details

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NTQ level 3

The Level 3 award consists of eight Units. You must complete all four Core Units, and any four Optional Units.

Core units	Optional Units				
	Policies Procedures	Procurement, tenders, contracts	Legal, Statutory	Designs specification	Interpersonal
1. Collect, analyse and present data and information for transportation projects	5. Investigate transportation data and develop forecast tools	7. Prepare estimates for transportation projects	11. Contribute to the assessment of statutory, technical and environmental aspects of transportation projects	12. Develop detailed transportation solutions	15. Develop training sessions
2. Implement transportation projects against agreed standards and programmes	6. Prepare for, conduct and report on tests	8. Process estimate, bid and tender enquiries for transportation projects		13. Prepare drawings and schedules for transportation projects	16. Prepare and develop resources to support learning
3. Maintain working relationships		9. Schedule and implement the maintenance of transportation infrastructure		14. Prepare specifications and measure quantities for transportation projects	17. Contribute to the organisation of events and promotions
4. Deal with hazards and risks and maintain a safe and healthy working environment					18. Organise and participate in meetings
					19. Lead the work of teams and individuals to achieve their objectives
					20. Provide advice and undertake development

A 'transportation project' or 'solution' in this context might be a junction design or a traffic scheme.

A 'test' could be a transport assessment or a transport model.

NTQ level 4

The level 4 award consists of nine units. You need to complete the five core units and you choose 4 more from at least two different categories, including one from the "Interpersonal" category.

Core units	Optional Units						
	Policies, Procedures	Forecasts, Research, Survey, Tests	Procurement, Tenders, Contracts	Legal, Statutory	Design, Specification	Accounts, Budgets	Interpersonal
1. Agree transportation project requirements and prepare a brief	6. Plan and implement monitoring and assessment of transportation policies	8. Test the suitability of strategy options	12. Establish requirements for transportation project procurement	18. Assess and comply with statutory controls	20. Develop and present project solutions for transportation projects	23. Estimate and plan transportation project funding	25. Design learning programmes
2. Investigate factors affecting transportation project developments	7. Implement procedures and maintain compliance with transportation policy requirements	9. Select, plan and commission test methods	13. Prepare and process estimate, bid and tender enquiries for transportation projects	19. Prepare and present evidence on disputes	21. Recommend and advise on the selection of a transportation project solution	24. Prepare and agree accounts and claims	26. Prepare and develop resources to support learning
3. Control transportation project quality standards, progress and cost		10. Develop and implement transportation research and communicate findings	14. Prepare and submit estimates, bids and tenders for transportation projects		22. Prepare specifications and bills of quantities for transportation projects		27. Chair and participate in meetings
4. Enhance and maintain working relationships		11. Collect transportation data and present analysis	15. Prepare and agree contracts for transportation projects				28. Manage the performance of teams and individuals
5. Implement health, safety and environmental policy			16. Prepare procurement programmes and schedules of works for transportation projects				29. Provide professional advice and develop self and others
			17. Plan and implement the maintenance of transportation infrastructure				30. Assess candidates using a range of methods.

NTQ Level 5

The Level 5 award consists of ten Units. You must complete all five Core Units, plus five Optional Units.

Core units	Optional Units						
	Policies, Procedures	Research	Procurement, Tenders, Contracts	Legal, Statutory	Design, Specification	Accounts, Budgets	Interpersonal
1. Monitor and review changes and needs in the transportation environment	6. Establish strategies to guide the work of your organisation	9. Establish and plan transportation research projects	10. Agree project procurement	12. Agree legal investigation requirements and obtain statutory consents	14. Manage the design development process	15. Agree contract accounts and claims	16. Provide solutions and professional advice and develop self and others
2. Prepare a brief and present a transportation project proposal	7. Establish a business plan and marketing strategy		11. Determine the effective use of resources	13. Progress the resolution of disputes and present evidence			17. Delegate work and manage performance
3. Control projects	8. Manage change in organisational activities						
4. Develop, enhance and maintain working relationships							
5. Manage project risks and health, safety and environmental policy							

Further Information

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