

## IHIE Professional Certificate in Traffic Signal Control

### Annex 2: Applying for Professional Review and the Professional Certificate

#### This Annex explains

- **How to gain EngTech and a Foundation Certificate**
- **How to gain IEng and a Practitioner or Expert Certificate**
- **The difference in the portfolio when applying for the combined Review and Certificate**

#### Going for Engineering Technician

You need to have an Engineering Council approved National Certificate or HNC in engineering or an equivalent academic qualification.

Tell us on the *Application Form PC 10* that you want to be considered for Technician registration. We will ensure that your assessors are qualified to review you at this level.

Compile a Report and portfolio as described in Professional Review Document ET2 and ET3 cross matched to the Traffic Signal Control Statements of Competence at Foundation Level **and** to the 13 Engineering Council Statements of Competence.

You also need to provide some additional information: see below.

#### Going for Incorporated Engineer

You need to have an Engineering Council approved qualification in engineering or technology. This can be:

- An accredited BSc degree in engineering or technology. This is the usual way of demonstrating that you have the knowledge and understanding the EC requires.
- **Or**, if you met the Engineering Council's previous HNC education requirements first consolidated in 'SARTOR' in 1984 and updated in 1992 and 1997, these continue to be accepted and you do not need further learning. Normally, later engineering HNCs need 8 'H' engineering units and maths N/H.
- Applicants with recent engineering HNCs, HNDs (normally started in or after 1999) or science degrees can *either* gain further learning to engineering degree level *or* use the **Technical Report Route**. Under this route you write a *Technical Report* demonstrating that you have achieved the same level of knowledge as those with full qualifications.

- The *Technical Report* route can also be used if you have 15 years' experience and no qualifications or if you have an ONC, NVQ3 in engineering or an HNC in building.

This leaflet is only concerned with IHIE's standard professional review described fully in Documents IE2 and IE3. If you need to follow the **Technical Report Route**, you should look at *Document IE4* then ring IHIE for specific advice.

If you want to apply simultaneously for a Professional Certificate and Incorporated Engineer registration, tell us on the *Application Form PC 10*. We will ensure that your assessors are qualified to review you at this level.

Your Project Report and supporting documents need to show ability in both your chosen signals competences and in the 16 Engineering Council Statements of Competence and Commitment.

**The additional information you need to provide for both Technician and IEng applications is explained below.**

### Your Portfolio

<ul style="list-style-type: none"> <li>• <b>Application Form for PC (TSC 10)</b></li> <li>• <b>Payment</b></li> <li>• <b>A list of contents</b></li> <li>• <b>A CV</b></li> <li>• <b>Academic certificate photocopies authenticated as true copies</b></li> <li>• <b>Your job description or job profile</b></li> <li>• <b>An organisation chart</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>A Report cross referenced to TSC <u>and</u> EC Statements of Competence</b></li> <li>• <b>Supporting documents with a matrix cross referenced to signals competences and EC statements.</b></li> <li>• <b>ADDITIONAL INFORMATION</b></li> <li>• <b>Evidence Summary Forms – countersigned by a mentor or Employer Proposer</b></li> <li>• <b>An Employer Proposer form 301</b></li> <li>• <b>Continuing professional development (CPD) records and plans</b></li> </ul>
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Make three copies, a CD and keep the original for yourself.

Most of the documents in the left hand box you will already have or can easily compile.

Preparation of the Report and supporting Documents is largely covered in the *TSC Document 4*. The *Review Document IE2* explains more about the Review process. The Engineering Council Statements are in *Document IE3*. Guidance on CPD records and plans is given in Document B. You will need a Mentor and their role is explained in Document C.

For general presentation advice you may find IHIE's *Review Document A* helpful.

**The following sections briefly explain:**

- **Evidence Summary Forms**
- **Employer Proposer Form**
- **EC Statements of Competence**

## The Evidence Summary Forms

These forms allow you to explain why the work you have described in the Report shows you perform each Engineering Council Statement of Competence.

You need to complete separate forms for each of the sub-roles, from A1 through to E4 – sixteen in total for IEng, thirteen for EngTech. Each form needs to be signed by your mentor to confirm its relevance and provenance.

Avoid repeating descriptions of the project which are in the Report: use the forms to argue your case.

Explain how your experience demonstrates your competence. On the right hand side of the page cross reference this explanation to the relevant scheme descriptions in the Report (quote the page and paragraph number) and to the appropriate documents (quote the title and number) and in the box below list the document titles

The forms are provided to help the Reviewers. Once they have read through your submission, the IHIE Reviewers will start from the 201 forms to find their way around your submission. They will look at your experience to test if it meets the Statement descriptor and will complete an initial assessment report (Form 209) covering each of the roles.

You will receive a copy of their assessment before your interview. You may be asked to provide additional documents to substantiate your report.

## The Employer Proposer Form 301

You should ask a line manager to endorse and authenticate your full completed application. He or she should be a chartered or incorporated engineer familiar with your work and with the IEng review who is able to sign off your submission in terms of Engineering Council standards.

Your proposer will complete a confidential report (Form 301) to be sent direct to IHIE or enclosed with your submission in a sealed envelope.

## Statements of Competence

There is obvious overlap between the Traffic Signal Control statements and the standards set by the Engineering Council for registration, depending on which you select.

However, Roles C.3 (Managing teams and staff), D.3 (Interpersonal skills), E.1 (Professional commitment), E.3 (Sustainability) and E.4 (Continuing development) are not covered by any of the Signals competences.

They should be specifically addressed in your Report. Use the Evidence Summary Forms to argue how you meet all of the EC statements. The matrix grid which relates the Report and documents will be used by the assessors to judge whether you cover all aspects.

## **Fees for the Combined Certificate and Review**

	<b>IHIE member</b>	<b>Non-member</b>
<b>Foundation</b>	£90	£120
<b>Practitioner</b>	£185	£235
<b>Expert Practitioner</b>	£200	£260

## **Essential Documents**

TSC4	The Traffic Signal Control Professional Certificate
E1	IHIE Routes to registration
IE2	Your Incorporated Professional Review
IE3	The Incorporated Standards
IE4	Technical Report Route to IEng

The corresponding Engineering Technician documents are ET1, ET2 and ET3.

A	Presentation Advice
B	Moving Ahead: Continuing Professional Development plus CPD Forms
C	Mentoring: Good Practice
D	The Rough Guide to Professional Review

## **Essential Forms**

Application Form PC TSC10  
Evidence Summary Form (201)  
Subscription Payment Form (101).  
Employer Proposer Form (301)