



IHIE | INSTITUTE OF HIGHWAY
INCORPORATED ENGINEERS

For more information see
www.ihie.org.uk

IHIE Professional Certificate in Traffic Sign Design

Marks out
the qualified
professional



Endorsed by

Department for
Transport

 **HIGHWAYS**
AGENCY

Supported by

ATKINS

 **BUCHANAN**
COMPUTING

The IHIE Professional Certificate recognises traffic engineers' competence in using and applying statutory requirements, policy and guidance, and using and designing traffic signs.

In addition, applicants select options from:

- Road Markings & Road Studs
- Temporary Traffic Management Signing
- Sign Design Software
- Sign Manufacturing and Specifications
- Site Installation & Contracts

The Certificate is awarded at three levels:

Foundation for traffic engineers demonstrating a general knowledge and understanding

Practitioner and Expert for engineers who take responsibility for or lead on the preparation, design or implementation of signing systems.

All competent engineers are able to gain a certificate whatever their academic background.



IHIE Professional Certificate in Traffic Sign Design

Please send me more information
Name:
Email:
Address:
Telephone number:
Employer:

For more details, please return this completed form to:

Marketing & Events Manager,
IHIE, De Morgan House,
58 Russell Square, London
WC1B 4HS.



IHIE Professional Certificate in Traffic Sign Design

This leaflet explains

- 1. Routes to the Certificate**
- 2. How to apply, with advice on**
 - **Your submission**
 - **Choosing supporting documents**
 - **Your assessment interview**

The Certificate is open to all. You do not need to be, or become, a member of IHIE nor do you have to complete a training course.

You *are* required to prove that you meet the industry backed Competence Requirements.

Annex 1 Competence Requirements and Method of Assessment

This sets out the three levels of certification and explains what you are expected to know, and show competence in, and explains the method of assessment.

Annex 2 Applying for the Traffic Sign Design Certificate and Professional Review

This explains how to apply for CEng, IEng or EngTech registration at the same time as the Certificate.



1 Routes to the Certificate

There are two routes to the IHIE Professional Certificate in Traffic Sign Design

Compile a Portfolio of your work and a Report based on your experience. Present your work at an interview with two assessors. You will be judged against the Competence Requirements. Successful candidates will be awarded the IHIE Professional Certificate in Traffic Sign Design. You can then apply to join IHIE as a Member (Foundation level) or Fellow (Practitioner and Expert level Certificate). If you have an approved engineering qualification at National Certificate level or similar and pass at Foundation level, you may be able to register as an **Engineering Technician** without further assessment. IHIE will advise you on eligibility once you are successful.

OR

If you meet the Engineering Council's academic entry requirements, you can apply simultaneously for the Practitioner or Expert Certificate interview **and** the IHIE Incorporated Professional Review. First, apply to IHIE to follow this route. Your Professional Review submission will include a Review Report of your experience and recent projects and a Portfolio of documents which you will need to cross match (using Evidence Summary Forms) to both the Statements of Knowledge and Competence **and** the Engineering Council roles. You will present your Report at an interview where your sign design knowledge and competence will be judged alongside the normal Professional Review criteria. Successful candidates will be awarded the IHIE Professional Certificate in Traffic Sign Design and professional registration.

Levels of Certification

The IHIE Professional Certificate in Traffic Sign Design is awarded at three levels:

Foundation

Candidates who provide support on the design of traffic signing systems and production of proposals for implementation. You would be expected to have a knowledge and understanding of all the Core competences at Foundation Level and know where to access the available advice and legislation. You may have a detailed knowledge in other specialist categories.

Practitioner

Candidates who are able to lead the preparation, design or implementation of traffic signing Core competences at Practitioner Level and could be a specialist in a number of areas. You would be expected to take responsibility for the accuracy and compliance of final designs.

Expert

Candidates who have a comprehensive knowledge of all aspects of traffic signing system design, along with the ability to advise on detailed requirements. You would be expected to assess the capability of other traffic signs designers and provide mentor training. You contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in signing practice.

2 How to Apply

Application Dates

There are four interview sessions for the Certificate / Professional Review each year. The closing dates for submitting your application are 19 March, 4 June, 10 September and 1 November.

Interviews are held in London and may be arranged in other UK locations.

Your submission

Compile three copies of:

- The application form (*PC10*)
- Photocopies of any educational qualifications completed since you left school.
- Your CV
- Your current job description or job profile
- An organisation chart (showing your Line Manager and any subordinate staff)
- A Report cross referenced to your chosen competences from Annex 1 (six to ten A4 pages)
- Documents demonstrating your work on selected projects
- A matrix summarising your Portfolio against the Competence Requirements.

Ask your line manager to sign off the submission and vouch for its authenticity.

Send one copy to IHIE with the assessment fee:

Foundation: £ 90.00, Practitioner: £120.00 or Expert: £150.00

IHIE will acknowledge receipt of your portfolio and tell you who your assessors will be.

Send your submission portfolio to the two assessors by post.

The assessors will decide if the portfolio meets the entry standards.

IHIE will tell everyone the time and date of the interview and give you details of the venue, when we have clearance from the assessors.

After your interview, the assessors make a recommendation to the IHIE Traffic Signs Certification Committee.

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 (eg 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.

If you are successful, why not apply to join IHIE. It's the best way to keep in touch and ahead in your profession and is a public demonstration of your worth.

Preparing your portfolio

Your report

Your portfolio centres on a Report of your experience primarily focused on some recent schemes with supporting documents showing that you have the knowledge and experience demanded in traffic sign design at Foundation, Practitioner or Expert level. Give an overview of your relevant work experience – describing schemes you have worked on, budgets, your role and level of responsibility. Then drill down into a selected few of these.

Select schemes or projects in which you played a major part. Explain your role clearly giving sufficient background on the decisions for which you were responsible. For Practitioners this includes taking the lead in some or all elements and showing that you exercised independent professional and technical judgement. At Expert level you will have significant leadership and policy responsibilities and are likely to be involved with innovative schemes.

You need to refer explicitly in the portfolio to relevant regulations, standards, policies and codes and the sustainability and public interest issues highlighted in the Competence Requirements of **Annex 1**.

We recognise that you work in a team but remember that it is *your* contribution which is being assessed. Hence explain clearly what work was *your* responsibility and the actions *you* took. Aim to write about six to ten pages describing the relevant scheme chronologically, the options you considered, your contribution, and explain why you acted as you did. Applicants for Expert level may need to submit longer Reports than those for Foundation level.

Your Project Report and supporting documents must be cross referenced to the Competence Requirements of **Annex 1**, using a matrix format.

Getting started

Start by reading the Competence Requirements of **TSD Document 4 Annex 1**. Make notes about recent jobs which are relevant. Find reports, designs or correspondence which you produced or to which you contributed which demonstrate your knowledge or competence.

Comparing your experience to date against the Competence Requirements will allow you to identify if you need to gain additional experience or training before making your submission.

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

Style Guide for Written Work

In preparing your portfolio and reports, 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 all photos and tables in the text
- number all attachments and prepare a list of attachments (see below)
- get the Report bound or use a ring binder
- reduce plans if possible and/or fold them into a plastic wallet
- include photos, sketches or plans to help to explain the scheme (before and after)
- start with a list of contents
- make clear the extent of your responsibilities.
- give the cross references to the statements of competence in the right hand margin.

Make sure your submission is easy to handle – index tabs and section dividers are essential in helping the Assessors to find their way around your documents!

Supporting documents

You do not need to produce a separate piece of evidence for each of the Competences.

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 no 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 and a matrix showing the Competence Requirements against the supporting documents in your scheme portfolio.

Preparing for your interview

The assessors will set you at your ease. The interview is not an examination but 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 your submission and your performance on the day.

Beforehand ...

Identify significant or interesting aspects to talk about

Find out any updates on the projects

Practice talking about your work for an hour *including* questions and answers

Write prompts on cards or your copy of your documents

Refresh your knowledge of the abilities and policies listed in the Competence Requirements

Revise your technical knowledge

On the day ...

Present your report over about 45 minutes. Your Portfolio will have been read by the assessors.

They will expect you to expand on the information given, not repeat it.

A good approach is to talk through a few key documents to bring out the extent of your experience, perhaps also using an A4 flip portfolio. (Laptops are permitted but can be unwieldy)

The Assessors will ask you questions to test your knowledge and ability in order to satisfy themselves that you meet the Competence Requirements for the level of certification you are applying for.

... Present your work logically and clearly

... Start with your most significant scheme

... Listen to the questions

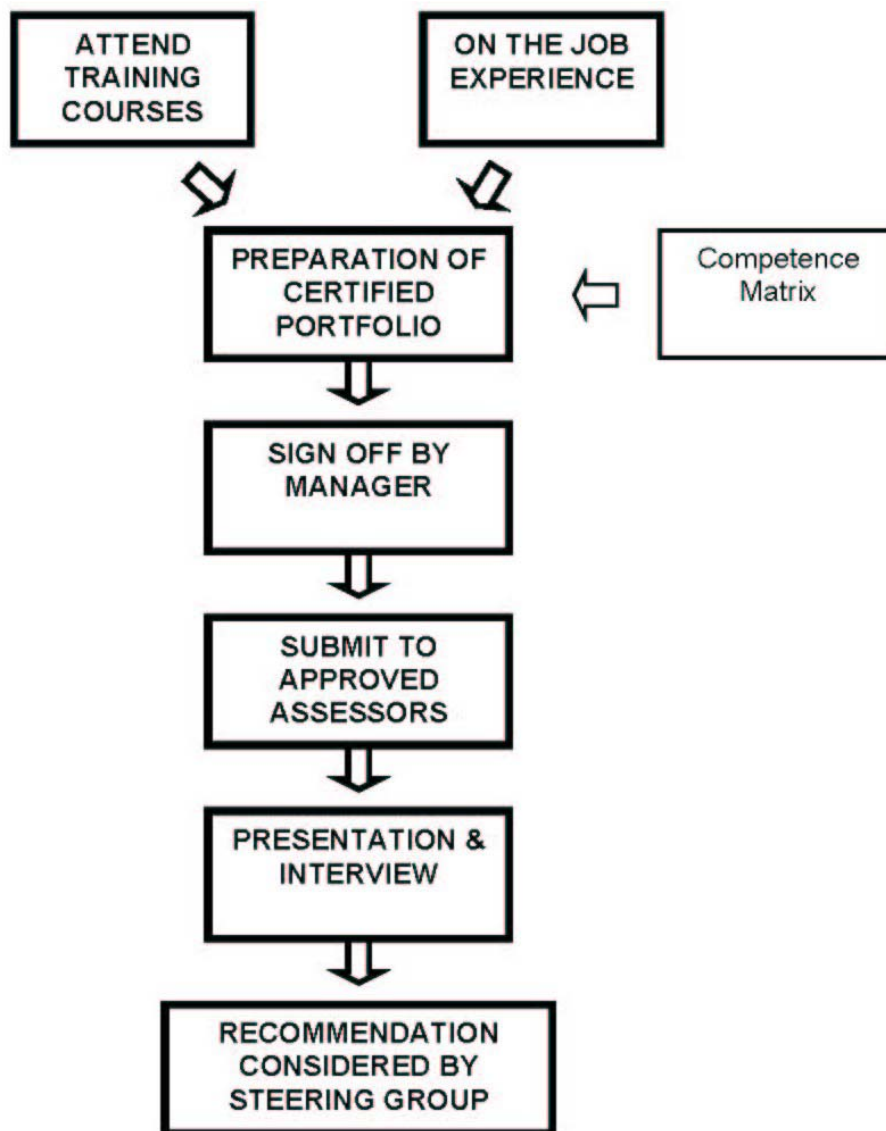
... Take comments objectively, not as a personal slight

After the Interview

The assessors will complete an assessment form. Their recommendation will be considered by the IHIE Traffic Sign Design Certification Committee comprised of industry experts.

You will be informed of the outcome within 4 to 6 weeks. If you are concerned that your application was dealt with improperly, you may appeal. Contact membership@ihie.org.uk for details of the procedure. If successful, your certificate will list your achievements and you will be invited to receive it at an IHIE Branch Meeting.

Achieving the IHIE Professional Certificate in Traffic Sign Design



Further Details

INSTITUTE OF HIGHWAY INCORPORATED ENGINEERS

De Morgan House, 58 Russell Square, London WC1B 4HS

t: 020 7436 7487 f: 020 7436 7488 e: secretary@ihie.org.uk

Providing professional leadership by developing and strong knowledge and standards based on integrity, fairness and quality



I H I E | INSTITUTE OF HIGHWAY
INCORPORATED ENGINEERS

IHIE PROFESSIONAL CERTIFICATE IN TRAFFIC SIGN DESIGN

Annex 1 - Competence Requirements and Method of Assessment

ENDORSED BY



COMPETENCE REQUIREMENTS for CORE CATEGORIES			
Core Category	Foundation Level	Practitioner Level	Expert Level
1. STATUTORY REQUIREMENTS, POLICY & GENERAL GUIDANCE	<ul style="list-style-type: none"> • Know local and national traffic sign policies. • Understand statutory requirements through the Traffic Signs Regulations and General Directions (TSRGD) • Understand the roles of central government (DfT), Highways Agency and Local Highway / Traffic Authorities in traffic signing. • Able to use the advice in the Traffic Signs Manual and other guidance documentation. 	<ul style="list-style-type: none"> • Experience in the use of all the legislation regarding the provision of traffic signs and road markings. • Experience of best practice including environmental issues and traffic management. • Experience in the use of the relevant guidance and use of the Traffic Signs Manual, other DfT guidance and working drawings. • Able to interpret the content of the advice in unusual situations. 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in signing practice • Able to prepare reports on signing strategy for non specialists or elected representatives. • Have a detailed knowledge of the available advice. • Instruct and mentor signing practitioners on statutory and policy issues.

COMPETENCE REQUIREMENTS for CORE CATEGORIES

Core Category	Foundation Level	Practitioner Level	Expert Level
2. USE OF TRAFFIC SIGNS	<ul style="list-style-type: none"> • Know the appropriate sign type to be used and where detailed advice is available. • Know the contents of all Traffic Signs Manual Chapters. • Attend at professional seminars or courses to improve signing design skills • Able to use the content of the TSRGD in the selection of sign type and appropriateness. 	<ul style="list-style-type: none"> • Experience in the design of traffic signing systems using appropriate advice, including: <ul style="list-style-type: none"> ○ Warning & Regulatory ○ Direction ○ Information ○ Speed Limits ○ Pedestrian & Cyclist ○ Variable Message Signing ○ Tourist ○ Temporary • Experience of implementing Traffic Regulation Order signing including one way streets, Controlled Parking Zones and waiting restrictions etc. • Experience in the preparation and design, or revision of traffic signing strategies, including networks, destinations, routing strategies and cross boundary issues. 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in signing practice • Know traffic regulation orders and physical constraint measures and be able to influence their use. • Detailed understanding of the requirements for the location of traffic signs. • Instruct and mentor signing practitioners in the use of traffic signs

COMPETENCE REQUIREMENTS for CORE CATEGORIES

Core Category	Foundation Level	Practitioner Level	Expert Level
3. DESIGN OF TRAFFIC SIGNS	<ul style="list-style-type: none"> • Know the advice provided in Chapter 7 and how it is used for the design of sign faces. • Know the basic principles of sign legibility characteristics, determining siting distances, sign size, 'x' heights and sign conspicuity • Know the statutory requirements for the illumination of traffic signs. • Know about sign reflectivity and materials 	<ul style="list-style-type: none"> • Experience in the use of design advice and content of Traffic Signs Manual - Chapter 7. • Use of the advice for all other worded signs and non-standard signs. • Experience in the preparation of sign face layouts in accordance with design advice, including Chapter 7. • Experience in the authorisation process of non-prescribed signs. • Know the requirements for the use of overhead sign mounting and gantries. 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in signing practice • Able to review traffic signs designs produced by practitioners to confirm conformity with design advice and regulations and advise on good practice. • Able to advise designers on signface layout for unusual situations. • Instruct and mentor signing practitioners in the design of traffic signs

COMPETENCE REQUIREMENTS for SPECIALIST CATEGORIES				
Specialist Category	Basic awareness (1 mark)	Foundation knowledge (2 marks)	Practitioner experience (3 marks)	Expert advisor (4 marks)
4. ROAD MARKINGS & ROAD STUDS TSM Chapter 5	<ul style="list-style-type: none"> • Aware of the available advice on the layout of road markings in Traffic Signs Manual - Chapter 5. • Aware of HA guidance for motorways and trunk roads if applicable. 	<ul style="list-style-type: none"> • Able to interpret the advice in Traffic Signs Manual - Chapter 5 and use the guidance in junction design. • Know the statutory requirements in respect of road studs and markings. • Know the road markings associated with waiting restrictions and other traffic regulation orders. 	<ul style="list-style-type: none"> • Experience in the use of the Traffic Signs Manual - Chapter 5 guidance in the design of road marking layouts. • Understand the traffic sign requirements to support the road marking layouts, in particular junction layouts and waiting restrictions. 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in road marking practice • Detailed understanding of the road markings advice and regulations. • Detailed knowledge of the materials used for road markings and road studs.

COMPETENCE REQUIREMENTS for SPECIALIST CATEGORIES				
Specialist Category	Basic awareness (1 mark)	Foundation knowledge (2 marks)	Practitioner experience (3 marks)	Expert advisor (4 marks)
5. TEMPORARY TRAFFIC MANAGEMENT SIGNING TSM Chapter 8	<ul style="list-style-type: none"> • Aware of the guidance in Traffic Signs Manual - Chapter 8 and other advice. • Aware of the health & safety issues at road works sites. • Aware of CDM regulations • Aware of the provisions for temporary traffic management signs within the TSRGD 	<ul style="list-style-type: none"> • Know the application of the Traffic Signs Manual - Chapter 8 guidance. • Know the Traffic Regulation Orders required to support temporary traffic management measures. • Know the provisions and constraints for temporary traffic management signs in TSRGD 	<ul style="list-style-type: none"> • Understand the signing requirements for temporary traffic signal installations. • Experience the implementing of temporary traffic signing for road works. • Experience of developing of temporary traffic sign design layouts, to facilitate maintenance activities or temporary situations • Able to apply the sign face design rules in Traffic Signs Manual – Chapter 7 and produce the working drawings for temporary signs and application of non-standard or non-prescribed signs. 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in temporary signing practice • Detailed understanding of signing requirements for traffic management schemes. • Able to advise on sign layout for unusual situations

COMPETENCE REQUIREMENTS for SPECIALIST CATEGORIES				
Specialist Category	Basic awareness (1 mark)	Foundation knowledge (2 marks)	Practitioner experience (3 marks)	Expert advisor (4 marks)
6. SIGN DESIGN SOFTWARE	<ul style="list-style-type: none"> • Aware of the available software for UK traffic sign face design. • Aware of the software available for road markings • Aware of the software for routeing strategies. 	<ul style="list-style-type: none"> • Know the software for traffic sign face design. • Know the signing asset management software. • Know the software for site layout of signs for permanent or temporary schemes • Know the software for road marking layout 	<ul style="list-style-type: none"> • Experience in the use of one of the specialist traffic sign design software systems. • Experience of other standard software for signing documentation and location information. • Able to control electronic drawing production to ensure quality control. • Able to ensure software design output complies with advice and regulations. 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or develop software applications or carry out formal training in software applications • Manage sign face design practitioners. • Prepare non prescribed traffic sign designs for authorisation by DfT / HA / Secretary of State. • Able to advise and mentor.

COMPETENCE REQUIREMENTS for SPECIALIST CATEGORIES				
Specialist Category	Basic awareness (1 mark)	Foundation knowledge (2 marks)	Practitioner experience (3 marks)	Expert advisor (4 marks)
7. SIGN MANUFACTURING & SPECIFICATION	<ul style="list-style-type: none"> • Aware of the various components of a traffic sign assembly and the materials available. • Aware of the British and European standards applicable to traffic signs, road markings, and road studs. • Awareness of the sign manufacturing process. 	<ul style="list-style-type: none"> • Know the approved materials used for traffic signs including retroreflectivity. • Able to prepare sign schedules and bills of quantity for traffic signing contracts. • Know the sign manufacturing process and factory activities. 	<ul style="list-style-type: none"> • Able to prepare traffic signing specifications for use in contracts. • Know about retro-reflectivity including micro prismatic material and the options for use. • Knowledge of the use of classes of reflective material under the European and British Standards. 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in sign manufacturing • Detailed understanding of all aspects of materials and components used in traffic signing. • Able to advise and mentor.

COMPETENCE REQUIREMENTS for SPECIALIST CATEGORIES				
Specialist Category	Basic awareness (1 mark)	Foundation knowledge (2 marks)	Practitioner experience (3 marks)	Expert advisor (4 marks)
8. SITE INSTALLATION & CONTRACTS	<ul style="list-style-type: none"> • Aware of the sign installation process. • Aware of the Health and Safety implications for traffic sign erection. • Know the principles of determining post and foundation requirements for traffic signs. • Aware of Construction Design and Management regulations 	<ul style="list-style-type: none"> • Knowledge of signing contract terms and conditions documents. 	<ul style="list-style-type: none"> • Experience of commissioning and supervising sign manufacture and installation. • Able to supervise site activities with a detailed understanding of site safety issues. • Able to interpret current advice and guidance on the use of passively safe posts and /or alternative sign location 	<ul style="list-style-type: none"> • Contribute (at senior level locally or at national level) expert advice, prepare guidance documents or carry out formal training in installation practice and contract procedures • Able to advise on the appropriate method of letting signing contracts. • Prepare and confirm signing contracts. • Able to take the role of resident engineer on signing contracts.

Method of Assessment: Demonstration of Competence

Core Categories Candidates must demonstrate their competence in all three Core Categories (at their chosen level):

- 1 Statutory Requirements, Policy and General Guidance
- 2 Use of Traffic Signs
- 3 Design of Traffic Signs

Specialist Categories Candidates must choose at least two of the five specialist categories and again demonstrate their competence (at their chosen level):

- 4 Road Markings and Road Studs
- 5 Temporary Traffic Management Signing
- 6 Sign Design Software
- 7 Construction and Specification
- 8 Site Installation and Contracts

Marking Each of the 5 Specialist Categories (4-8) is awarded 1, 2, 3 or 4 Marks depending on the level of competence:

- Basic Awareness = 1 Mark
Foundation level = 2 Marks
Practitioner level = 3 Marks
Expert level = 4 Marks

To gain a Professional Certificate in Traffic Sign Design you need to achieve:

- 4 Marks from any of the 5 categories for Foundation level
6 Marks from any of the 5 categories for Practitioner level
8 Marks from any of the 5 categories for Expert level.

The assessors will award marks based on the competence demonstrated in your report and at the interview.

Your submission level (Foundation, Practitioner or Expert) for each competence must be specified in a matrix grid with reference to supporting documentation.

INSTITUTE OF HIGHWAY INCORPORATED ENGINEERS

De Morgan House, 58 Russell Square, London WC1B 4HS

t: 020 7436 7487

f: 020 7436 7488

e: secretary@ihie.org.uk

IHIE Professional Certificate in Traffic Sign Design



Annex 2 - Applying for both the Traffic Sign Design Certificate and Professional Review

This Annex explains

- How to gain EngTech and a Foundation Certificate
- How to gain IEng and a Practitioner or Expert Certificate
- The additional information to compile when applying for the combined Review and Certificate

Applying 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 *Documents ET2 and ET3* cross matched both to the 13 Engineering Council Statements of Competence and to the Traffic Sign Design Statements of Competence at Foundation Level.

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

Applying 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 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 sign design competences and in the 16 Engineering Council Statements of Competence and Commitment and need to be cross referenced to both.

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

Your Portfolio

<ul style="list-style-type: none"> • Application Form (PC10) • Payment • A list of contents • A CV • Photocopies of your Academic certificate authenticated as true copies • Your job description or job profile • An organisation chart <p>Make 3 copies plus copy all papers to a CD ROM</p>	<ul style="list-style-type: none"> • A Report cross referenced to the Traffic Sign and EC Statements of Competence • Supporting documents with a matrix cross referencing to the Traffic Sign competences and EC Statements <p>ADDITIONAL INFORMATION</p> <ul style="list-style-type: none"> • Evidence Summary Forms – 13 or 16 countersigned by a Mentor • Continuing professional development records and plans • An Employer Proposer Form 301
---	---

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 *Document TSC4*. The Review *Document IE2* explains more about the Incorporated Review process.

The Engineering Council Statements are in *Document IE3* for IEng and *ET3* for Technicians.

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

Advice on Continuing Professional Development is given in *Document B*.

You will need to find a colleague to act as your Mentor. There's further guidance in *Document C*.

The following sections briefly cover:

- **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 your 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 should be signed by a mentor—see the *Review Document C*.

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

Explain how your experience demonstrates your competence. Cross reference this explanation to the relevant project descriptions in the Report (quote the page and paragraph number) and to the appropriate documents (quote the title and number).

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 documentation 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.

EC Review Statements of Competence

There is obvious overlap between the Traffic Sign statements and the standards set by the Engineering Council for registration.

However, Roles C.1 (Technical and Commercial Management), D.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 the Sign competences and there must be sufficient **engineering content** in your submission to satisfy EC(UK) Statements A and B.

Be sure to address these in your Report. Use the Evidence Summary Forms to argue how you meet all 16 (IEng) or 13 (EngTech) Statements of Competence.

The grid which relates the documents and Report to the Traffic Sign design statements will be used by the assessors to help judge whether you cover all aspects.

Fees for the Combined Certificate and Review

	IHIE member	Non-member
Foundation	£90	£120
Practitioner	£185	£235
Expert Practitioner	£200	£260

Essential PR Documents

TSD4	The Traffic Sign Design IHIE Professional Certificate with Annexes 1 and 2
IE1	IHIE Routes to Registration
IE2	Your Incorporated Professional Review
IE3	The Incorporated Standards
IE4	Other Routes to IEng

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

Advice Leaflets

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

Essential PR Forms

Application Form (PC 10)
Subscription Payment Form
Evidence Summary Form (201)
Employer Proposer Form (301)

Further Details:

INSTITUTE OF HIGHWAY INCORPORATED ENGINEERS
De Morgan House, 58 Russell Square, London WC1B 4HS
t: 020 7436 7487 f: 020 7436 7488 e: secretary@ihie.org.uk