



# 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

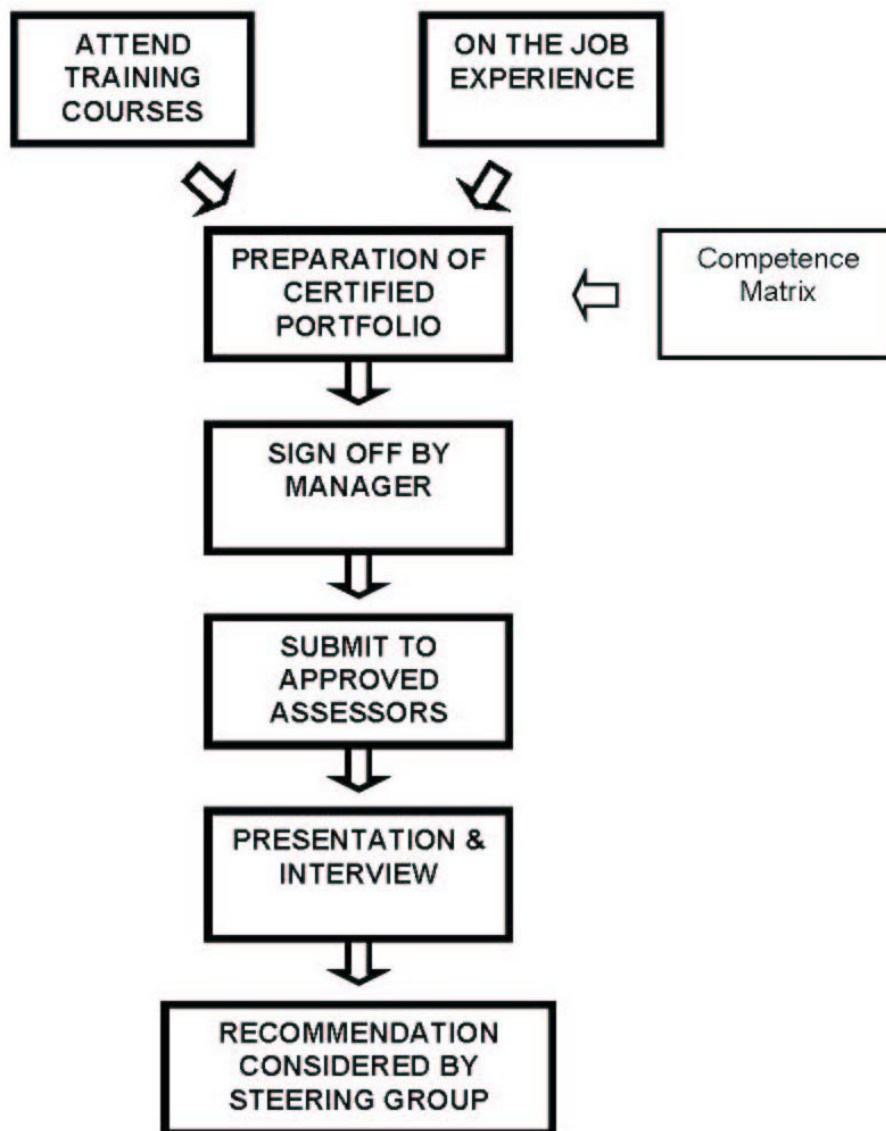
... Take comments objectively, not as a personal slight

### 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](mailto: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

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