

The Rough Guide to Professional Review Engineering Technician - NVQ Route

This document gives structured guidance to Engineering Technician candidates who are applying for Technician Professional Review through the approved NVQ route.

Entry Requirements

You may apply for the Engineering Technician Review if you have successfully completed one of the following NVQs or SVQs at level 3:

Transport Technical Support	Transportation
Site Supervision	Technical Design
Construction Contracting	Site Technical Support
Plant Supervision	Highway Maintenance
Site Inspection	Surveying Support
Road Safety (Engineering Pathway)	Laboratory services

These NVQs have already been matched to the Engineering Council's Technician Statements of Competence (see *Document ET3*) and are judged to meet the academic and initial development requirement for entry to the Engineering Technician review. Furthermore, evidence from your NVQ portfolio can be used to confirm your competence and suitability for election to Engineering Technician status.

Getting Started

Before starting to compile your submission it is recommended that you enlist the help of a **mentor**. He or she can assist you in interpreting the Engineering Council's statements of competence and in selecting suitable documents for inclusion in your submission. Your mentor does not need to be a member of IHIE you probably prefer to enlist the help of your line manager as a mentor as they know your work and your capabilities. You can of course have more than one mentor and IHIE can help by putting you in touch with one of its members to help you to understand what you have to do.

Once you have enlisted your mentor you can start to compile your review submission and, while it is not necessary to follow the guidance below, it is hoped that this simple overview will help to get you going.

Your review submission has a fairly basic format and should contain the following:-

- **A title page**
- **A contents page**
- **NVQ Certificates (including a list of units) authenticated as true copies**
- **A CV**
- **A Job description**
- **An organisation chart**
- **Your professional development record with 3 days off the job training including one day on Health and Safety and one on Environmental issues.**
- **Your professional development plan or annual appraisal forms**
- **Employer Proposer report (form 301)**
- **An Experience Report**

- **A Matrix cross referencing your NVQ3 documents to the 13 Statements of competence**
- **Documentary evidence, which can include key extracts from your NVQ portfolio**

In addition to the review submission you will need to enclose:

- **An IHIE Application form or Transfer form**
- **A payment form and your cheque**

As you have already completed one of the recognised NVQ awards, the majority of these documents are readily available. In fact the only ones that you have to concentrate on are your Experience Report, the matrix and the documentary evidence.

Let's look at each of these in turn

NVQ Certificates

A copy of your NVQ3 certificate and the list of units achieved must be included within your submission. Both of these must be authenticated by your mentor or line manager.

CV

Your CV is a summary of your qualifications and the work you have undertaken throughout your career. It should only include brief details of your jobs as the Experience Report will be used to further expand upon this information.

Job Description and Organisation Chart

Your current job description must be included within your submission. Sometimes your current job description may not accurately reflect the job that you are doing ie due to secondment or reorganisation. If this is the case add a supporting statement explaining to your reviewers the changes and why they have occurred.

The organisation chart is provided to show where you fit into your company structure. It is not essential for the names of colleagues to be shown, job titles are sufficient. Your position within the structure should be highlighted to assist the reviewers.

Development Record (CPD) and Plan

Development records are a record of the training you have undertaken over the last few years. In your submission you will need to show that you have attended at least three days of structured off the job training within the last two years, which must include at least one day on health and safety and one day on an environmental aspect. Your training records will hopefully show a greater depth of development than just the minimum requirement.

Your **development plan** can be submitted using the IHIE forms B01-B03, but company appraisal forms are a suitable alternative and give a better overview of the way your development is structured and achieved. If you are going to submit appraisal forms provide the last two years so that the reviewers can track your identified training requirements.

Employer Proposer Form

This must be completed by someone who knows your work and is supporting your application. It is recommended this is your line manager and it is hoped that they have been assisting you through the application process. . Your employer proposer does not have to be a member of IHIE.

Experience Report

This is essentially a career summary. It is an extended C.V detailing the whole of your career, showing your development as a technician and illustrating your acquisition of knowledge and your increasing levels of responsibility.

Do not spend too much time on the early part of your career. It should set the scene of how you have developed over time and show how your level of responsibility has increased accordingly.

Although it is not necessary to make any cross references from the early part of your Career Summary to the Engineering Councils Statements of Competence, there may be aspects that you wish to bring to the attention of the reviewers. Remember that this is your chance to sell yourself and show the depth of your knowledge and experience.

Your career summary should focus on the more recent aspects of your career. Include an expanded account of your current position and link this account to the extracts you are including from your NVQ portfolio. This part of your report should be cross referenced to the 13 Engineering Council Statements of Competence.

Remember the career summary is about **you**, therefore ensure that **you** are clear about what **you** have done, use "I" not "we". Write about what **you** do in **your** job, don't generalise. It is important that the reviewer understands what **your** role is and how **you** do it.

Set out your career summary in sections with each paragraph becoming a sub section. An example is shown below.

Example

John Smith
Anytown
Somewhere in Time

Experience Report

Introduction

1.1 *To start with I did this* -----

1.2 *After a probationary period* ----- A1

The next period in my career

2.1 *Etc Etc Etc* ----- A2 B1
Doc 12

This is a fairly simple format. Section and paragraph referencing on the left and references to the Engineering Council statements and documentary evidence on the right. Headings are used as appropriate. Include your name and date as a header to the document.

Documentary Evidence

The documentary evidence that you include with your submission should mainly come from your NVQ portfolio. However, where an NVQ has been completed some years prior to your submission or where your job role has changed, you should also include some more recent documentary evidence to show that you are continuing to meet the Engineering Council Statements of Competence.

Before selecting your documents compile a matrix cross referencing your documents to the 13 Statements A.1 to E.4. An example is shown below.

Document	Ref No	A1	A2	Etc Etc	E4
<i>Safety inspection report</i>	<i>Doc 1</i>	√		√	

This matrix can then be used to select the most suitable documents for your submission showing how you meet all of the statements. Care should be taken to ensure that role E.1 is fully met i.e. refer to your company's codes of conduct and how ethical behaviour or a conflict of interest is resolved.

Remember one document can cover more than one competence Statement. You also need to make life both easy and interesting for your reviewers. With this in mind, make sure the documents you select work hard for you, try to think quality rather than quantity. Carefully chosen documents will show the range of your experience and knowledge, and remember, the reviewers will not expect (or want) the whole of your portfolio to be provided. However the matrix showing the documents selected should be included.

Presentation Advice

Guidance is given regarding the presentation of your submission in *Document A* within the Review Application Packs.

Remember the reviewers who will look at your submission are volunteers, often undertaking the reviews within their own time; therefore one of your jobs as a candidate is to make your submission as reviewer friendly as possible. A well constructed and laid out submission will give a positive image to your reviewers and assist them in their task. It will also help to ensure that they can identify all of the relevant points in your submission and will reinforce how you meet role D.1.

When laying out your submission, use index tabs or dividers to identify each section and index each supporting document separately. This will allow your reviewer to locate each part of your submission quickly and easily.

Documents should be securely bound in a suitable format to allow the reviewer to open it up and look at each piece of evidence. For this reason slide binders are not usually suitable. Comb or ring binders are much more user friendly but do not use document wallets.

Use plain everyday English. Keep sentences short, 15 to 20 words. Make the document personal. IHIE wants to know what **you** did, how **you** did and why **you** did it.

Use 1.5 line spacing and font size 12. Cross reference everything you consider to be important. This last statement is very important.

What next?

You are now ready to post **one copy** of your application to IHIE including the relevant forms and payment. Remember that you are told to make **four** copies of your submission, one to IHIE, one to keep and two to send on to your allocated Reviewers. IHIE also need a CD of the whole submission: so get scanning!

Conclusion

Once you have submitted your application to IHIE you will be informed who your reviewers will be and asked to send a copy of your submission to each of them.

The reviewers will then assess your submission. There will not usually be a need for you to attend an interview, only if your reviewer has any concerns regarding your submission will they elect to either call you to interview or ask you to submit further evidence to support your application.

Following a successful review you will be recommended for election as an Engineering Technician and a Member of IHIE. This will take place at the Membership and Qualifications Committee which meets 4 times per year.

Finally

Good luck with your Technician Professional Review and **remember:**

- IHIE is there to help you be successful in your review. If you have any queries or require a local mentor, please contact us and we will put you in touch with someone who can help you.
- Some branches hold 'review workshops' where you can get individual help and advice with your submission.
- Lastly, please read this Rough Guide alongside and in addition to all the other Institute documents and advice.

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