

# **The Rough Guide to Technician Professional Review – N/SVQ Route**

INSTITUTE OF HIGHWAY ENGINEERS

De Morgan House

58 Russell Square

London

WC1B 4HS

t: 020 7436 7487

f: 020 7436 7488

[secretary@ihie.org.uk](mailto:secretary@ihie.org.uk)

[www.ihie.org.uk](http://www.ihie.org.uk)

# This document gives structured guidance to Engineering Technician candidates who are applying for Technician Professional Review through the approved NVQ/SVQ 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
Laboratory services	Site Technical Support
Plant Supervision	Highway Maintenance
Site Inspection	Surveying Support
Road Safety (Engineering Pathway)	
Contracting Construction	

These NVQs/SVQs have already been matched to the Engineering Council's Technician Statements of Competence (see [Document ET3](#)) and are judged to meet both the academic and initial development requirements 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 IHE. 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. IHE can put you in touch with one of its members to help you to understand what you and your mentor have to do.

Once you have enlisted your mentor 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
- SVQ/NVQ Certificates (including a list of units) authenticated as true copies
- An extended 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 Sustainable/Environmental issues.
- Your professional development plan or annual appraisal forms
- A Matrix cross referencing your SVQ/NVQ3 units and 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 IHE Application form or Transfer form
- A payment form and your cheque
- Employer Proposer Report (form 301)

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 the matrix and the documentary evidence and extending your CV.***

***Let's look at each of these in turn***

## SVQ/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 jobs. In order that IHE's assessor has a rounded picture of your work history, expand the CV to describe more precisely your roles and the schemes you have worked on; the work you have undertaken throughout your career.

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

You 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.

Remember the expanded CV 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.



## 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 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, but do highlight your position within the structure.

## Development Record (CPD) and Plan

Development records are a list 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 sustainability. Your training records will hopefully show a greater depth of development than just the minimum requirement.

Your development plan can be submitted using the IHE 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 assessor can track your identified training requirements.

There may be some evidence too in your SVQ/NVQ units of professional development.

## Employer Proposer Form

The form should be completed by someone who knows your work and is supporting your application. It is recommended this is your line manager, who it is hoped, has been assisting you through the application process or your mentor.

Your employer proposer does not have to be a member of IHE but should be a registered engineer.

## Documentary Evidence

The documentary evidence that you include with your submission should mainly come from your SVQ/NVQ portfolio but IHE does not want to see the whole of your portfolio – be selective. Where your NVQ was completed some years prior to your submission or 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.

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

<b>EC Statement</b>	<b>Relevant NVQ Units / elements</b>	<b>Relevant evidence</b>	<b>NVQ</b>	<b>Comments</b>
E.2 Safe systems of work	<i>Unit 4</i>	<i>Doc 4.2</i> <i>Risk Assessment for</i> <i>Upfield junction</i>		<i>Meets EC statement</i>
E.3 etc.	Etc.	Etc.		Etc.

This matrix can then be used to identify 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.

Try to make life both easy and interesting for your reviewer. 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.

## Presentation Advice

Remember the reviewer who will look at your submission is a volunteer, 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 make a positive impression 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 Statement 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 and avoid document wallets. Comb or ring binders are much more user friendly.

Use plain everyday English. Keep sentences short, 15 to 20 words. Make the document personal. IHE 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 IHE including the relevant forms and payment. Remember that you are told to make two copies of your submission, one to IHE, one to send on to your allocated reviewers and you keep the original papers.

IHE also need a CD of the whole submission: so get scanning!

## Conclusion

There are four closing dates each year for applications. Once you have submitted your application to IHE you will be informed of your reviewer's address and you will be asked to post a copy of your submission to them.

The reviewer 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 and ask questions over the phone 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 IHE.

This will take place at the Membership and Qualifications Committee which meets 4 times per year.

## And finally .....

Good luck with your Technician Professional Review and remember:

- IHE 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.

*Sharon Bundy IEng FIHE*

