



I H I E

PRESENTATION ADVICE FOR YOUR PROFESSIONAL REVIEW

This document contains useful tips for both aspiring engineers and technicians on:

- managing your professional development from the start
- planning your Review report
- the mechanics of preparing your Review report
- the layout and style of your Report
- choosing the most suitable documents
- the role of the Evidence Summary forms
- checking your submission contents
- preparing for your interview

You want to make a good impression: A well presented submission helps the Reviewers and shows you can organise and present information. Check out [The Rough Guide for a Mentor's advice](#).

Managing your development

Set yourself a work programme with objectives and deadlines. Draw up an Action Plan with your mentor setting some milestones. You can use IHIE Form 208 or create your own plan.

If you are compiling your submission retrospectively, six months from starting your folder to sending the portfolio to IHIE is a realistic timetable.

- Read the Engineering Council *Statements of Competence* in **Document CE3, IE3 or ET3**. Keep a copy on your desk.
- Expand your CV into a career summary setting out your training and experience (see **Document CE2, IE2, ET2**)
- Look at recent projects where you have exercised greatest responsibility and judgement and identify a few key schemes to focus on. Check your job description. Match and assess your experience against the EC (UK) Statements. *Ask yourself: do I do this statement? How can I prove it? If not, what do I need to do?*
- Make notes on your copy of the Statements
- List the documents from the recent work which show you undertaking the Statements
- Identify any gaps where you need further development or fresh documents
- Discuss your findings with your mentor
- Plan how to gain extra experience if it is needed
- Talk to others who are either preparing for Review or have completed it.

Keep a box handy for reports, drawings etc. Take time when filing to make a few notes on the document to say which Engineering Council Statement it relates to – this will jog your memory later. If you are just starting out, ask your line manager to countersign the documents as you work. This will be a useful safeguard if you change jobs later.

Building your portfolio is a powerful development tool. It is a vital part of your progress towards qualification but don't get bogged down in making plans, get on with building up your experience and your folio. As it takes shape you can raise queries, confirm that you are going in the right direction and that the evidence is clear, adequate and sufficient.

The mechanics of preparing your Portfolio: from first to final draft

1. Word process your draft *Report*. Put it aside for a few days and then re-read it. Proof read line by line for spelling, grammar, style. Read the draft for content. Ask a colleague to proof read it for technical accuracy. Discuss your evolving report with your mentor. Discuss your draft with recently qualified colleagues and non-engineers to test for comprehension and clarity.
2. Draft your *Evidence Summary 201 Forms*.
3. Look again at your *documents* to select those which must be included and those which will be most effective for face-to-face presentation. Think about how you will present the schemes at the interview.
4. Discuss your whole submission with your Mentor who will sign off the Evidence Summary Forms. Make any changes – this is your final text.
5. Ask your Employer Proposer to complete **Form 301** authenticating the whole submission and commenting, in confidence, on your performance.
6. Make a *CD copy* of the whole submission (If time is tight, you can send the disc later).
7. Send one copy of the complete submission and the CD to IHIE.

Writing your Review Report

See **Document CE2, IE2 or ET2** for the scope and purpose of the Report.

'Getting it Right on the Day' depends so much on preparation and planning:

- Start by expanding on your CV to describe your earlier work experience, in say 4 pages of A4, then write, in say another six pages, a chronological description of the projects or schemes which you will present at the Review.
- For CEng aim for 4,000 words, for IEng 3,000 words and for EngTech 1,000/2,000 words.
- Think about your brief: explain the problems; the constraints, the options considered and why
- Reflect on what you did: bear in mind the engineering and professional reasons; what the outcomes were
- Consider how you were involved in designing for, or managing, health and safety
- We recognise that most engineers work in teams but it is your contribution which is being assessed. Where you use evidence from a joint project, tell us what work was your responsibility and the actions you took
- Remember you will need to refer explicitly to:
 - relevant regulations, standards, codes
 - budgets, financial planning and control
 - your responsibilities for in-house and external consultants, costs and overall management
 - environmental and public interest issues and any ethical issues at stake
- Be aware that you will need to show a broad understanding of the industry at the chartered interview – where does your work fit in? What are the relevant current political or technical trends?
- All applicants need to achieve a 'Practice' pass in Statement E.2 covering health and safety. Make sure you demonstrate risk awareness and assessment. You'll also need to know your role under the CDM Regulations (2007). There's additional IHIE guidance available on safety – just ask or come to a Review course.

The layout of your Review Report should:

Be typed, using one and a half line spacing, on one side of A4

Number the pages, sections and sub-sections

Number the photos, sketches, tables etc., in the text

Number all the documents, so that their listing is consistent in the text, the appendices and on the day of the Review

Use heading and sub headings

Use bullet points, flow charts

Leave a line between paragraphs

Be bound or use a ring binder.

Make sure the submission is easy to handle and find your way around.

Put numbered index tabs on all documents and use numbered or named dividers between sections. Avoid plastic wallets except for folded documents or similar.

Cross reference the text of your Review Report to the 16 Statements (13 for EngTech) in **Documents CE3, IE3 or ET3**.

Check that the style of your Review Report:

Is precise

Is positive

Uses active verbs

Uses correct grammar and spelling: ask friends to look over the text

Makes clear the scope and limitations of your responsibilities

Is brief: write short sentences and use plain English words

Uses appropriate technical terms but avoids colloquialisms and jargon (think of the everyday equivalent)

Does not use acronyms without first explaining them, eg "Health and Safety at Work Act (HASWA)"

Is personal: uses 'I' not 'We' or 'It' (Reviewers want to know what you did and are responsible for)

Distinguishes between your actions and those of your group or manager, or where you have supervised others

Includes photos and sketches plans or photos of sites before, after, and during work in progress to help set the context.

Check for safety infringements in the photos.

Refers to relevant legislation, codes of practice and safety measures.

Your Mentor and colleagues can assist you in checking the spelling, grammar and style.

Choosing your Documents

These are documents you have produced in the normal course of your work.

The Statements of Competence in **Documents CE3, IE3 and ET3** include lists of typical documents which might be used in a submission.

Preface your documents with a list of contents or, preferably, a matrix listing the documents against the Statements. The above *Documents* include examples.

You do NOT need to provide a separate piece of evidence for each of the Statements of Competence: one report or drawing, for instance, could provide evidence of your meeting several statements.

All documents should be your own work or where you had substantial input: the Institute wants to know what YOU did. If your initials are not those on the drawings, explain your role in their production.

If you cannot find hard evidence, for instance of verbal negotiations or presentations, ask a colleague to complete a 'Witness Testimony' to describe and testify what actions you took. They can use IHIE Form 205 or sign a letter. Try to keep this sort of evidence to a minimum.

We do not expect you to breach confidentiality or security. Seek clearance from your employer and, if necessary, use Witness Testimony instead. Please warn IHIE if the submission is confidential or commercially sensitive.

There is no need to copy standard information or manuals produced by others; just refer to them in the text showing what use you made of them.

If the evidence is from past projects, and standards or practices have changed, you must show by a note that you are aware of the current standards.

Your documents need not all be elegant – provided that any working papers, sketches or diary extracts are legible.

Reduce plans or drawings to A3 or A4 if possible: you can bring the full size drawing to the Review if you need to.

Put numbered index tabs on all documents.

Role of the Evidence Summary Forms

Once you have a first draft of your Review Report, start to complete the Evidence Summary Forms. You need to complete one form for each Engineering Council Statement A.1 to E.4.

The purpose of the form is to explain how the work you have described in the Review Report shows you meet the Engineering Council's expectations. Reviewers start from the Forms when making their assessment to satisfy themselves that your projects and documentary evidence supports the case you have made in the Forms. Cross referencing on the Form to the relevant Report paragraphs and documents helps the Reviewers to find their way around your submission and to make a judgement.

Check your submission by asking:

Can others understand the relevance of my experience?

Have I clearly explained how I manage safety and risk?

Is the evidence appropriate to the referenced Engineering Council Statement?

Am I working at the right level of responsibility?

Is the experience still current? Are the Standards quoted still current?

Have I made my role in the scheme clear?

Is each role covered by more than one document (i.e. is my performance consistent?)

Have I explained why I acted the way I did?

If asked, can I explain why I did the work and how?

Can I answer questions on the relevant engineering or management knowledge?

Can I explain what I would have done differently in other situations?

Can others find their way through the portfolio? (Always ask a friend or colleague to read it)

Preparing for the Review

You will receive a copy of the reviewers' initial assessment of your submission. Read it carefully and adjust your presentation to address any weaknesses they identify. Consider whether you should bring additional documents.

Before you get there:

- Identify any updates on the projects or schemes
- *Use your presentation to elaborate on the written report – not repeat it.* Reviewers will have read the Report. Focus on your chosen schemes: elaborate and show how you applied engineering knowledge and skills to solve problems or lead projects. .
- Structure your presentation: start with your best work. Remember Quality not Quantity – your presentation needs to be persuasive and focussed
- Time yourself – allow for an hour including questions and answers so you will therefore only have thirty to forty minutes straight talking
- Write prompts on cards or on a copy of your Report, or on some folding A4 display boards
- Arrange your documents systematically for ease of access
- Practice using a tape recorder or with colleagues
- Arrange a mock review to see how you respond to questions
- Check your familiarity with the basic relevant standards, good practice guides etc
- Refresh your knowledge of Statement E and practice discussing professional issues

You may use your laptop, but the practicalities can be quite distracting and powerpoints can be too restricting as you will need to respond to Reviewers' questions which may move between documents.

On the Day

The Reviewers want to confirm that your technical knowledge, competence and professional judgment bears out their initial assessment in order to satisfy themselves that you meet the EC(UK) standards.

An interview is not an examination; it is a discussion among peers. There is no set format or questions. All IHIE Reviewers receive training and briefing updates. They are asked to adopt a friendly but rigorous approach and make a fair and proper assessment of your competence and commitment based on your written evidence and on your performance on the day. Reviewers have their own interview styles and the balance of discussion will reflect your individual experience and background in relation to the Engineering Council's expectations.

Reviewers are asked to put you at ease with a preliminary re-cap. Then they will ask you to present your Report using your documents in a logical and persuasive manner.

At the Review interview, remember communication is a two way process: talking and listening
Say what you mean, and mean what you say
Don't ASSUME people know what you've been talking about, make SURE they do: get feedback!
Be confident and clear, but not arrogant – be flexible and willing to consider other viewpoints
Take criticism objectively, not as a personal slight
Don't waffle and if you get into a hole, stop digging.

Preparing for your Review
Every year IHIE runs at least five briefing courses around the UK
You can meet Reviewers and see past successful submissions
Your mentor can attend for FREE
Go to www.ihie.org.uk – Events for current dates

Further Information

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