

IHE Professional Certificate in Transport Development Management Foundation Level

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This document explains

- How you benefit from an IHE Professional Certificate
- How to apply
- The purpose of the Certificate interview

How you benefit

The IHE Professional Certificate in Transport Development Management provides

- Tangible evidence to your employer and future employers of your proven competence in TDM
- Independence assessment of your knowledge and performance in TDM which stands up in court
- Routes to the NVQ3 in transportation
- Access to EngTech registration marking you out as a professional

For authorities and consultants the benefits include

- Tailored comprehensive learning in transport development management
- Tested competence against industry-set standards
- Competitive advantages as an employer of provenly competent staff

The Certificate is open to all. You do not need to be, or to become, a member of IHE nor do you have to complete a training course or have particular academic qualifications. You *are* required to prove that you meet the standards of competence.

Candidates who have attended the IHE Development Management Training Programme and successfully completed the four assignments submit these assignments and an Experience Report and discuss them at an interview with two Assessors. There is no application fee.

If you have not completed the Training Programme:

You submit an Experience Report and Compile a portfolio of your work matched to the Development Management Standards of Competence and present your work at an interview with two assessors. There is an assessment fee of £65.00 for IHE members, £90.00 for non members.

With the IHE Professional Certificate you will be offered membership of IHE if you have either a NC or higher academic qualification or sufficient years of experience.

You may also be able to register as an Engineering Technician. Ask IHE to advise you.

(Note: the Certificate discipline was previously known as Highway Development Control)

Need Help?

If you are unsure, please contact our Membership Manager on 020 74367487 or email membership@theihe.org.



How to apply

Step One

Read the TDM competence standards.

You are seeking to show the assessors that you know and apply the principles listed.

Step Two

Open a folder and put into it:

Completed IHE Application form

Copies of your academic certificates (post-school)

Your CV (make sure it explains your various jobs)

Your job description and organisation chart with your post highlighted

Step Three

Write a description of recent work which shows you cover the TDM competence statements. Aim for 1000-2000 words. Describe clearly the schemes and your personal input and responsibilities. Mention the size and complexity of policy aspects of the schemes. Describe in 1000-2000 words your experience to date. Say more about the recent schemes where you have exercised greater responsibility. Explain what you did and why by reference to national and local design principles, policy and good practice. Include any photos or layouts which assist your explanation. We want to know what you did and why – use “I” not “we”.

Step Four

At the same time put together a few key documents to back up your written explanation.

Put these as Appendices to your Report.

Make two copies of your course assignments

If you have not attended the IHE course, you will need to cross reference your Experience Report to the 7 Statements. You should also choose sufficient documents produced by you to cover each of the statements. It is helpful to list these in a matrix against the Statements list.

Step Five

Put all the papers from Step Two with your Experience Report into a folder with a Contents List.

Ask your line Manager to review and sign off your folder.

Make 3 copies. Keep the originals and send one copy to IHE by the closing date.

Style Guide for Written Work

In preparing your assignments, portfolio or any report, 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 any photos, tables in the text

number any attachments and prepare a list of the attachments

get the assignments bound or use a ring binder

reduce plans if possible or fold them into a plastic wallet

include photos, sketches or plans to help to explain the site



justify your reasoning, comments and recommendations by reference to national and local standards (e.g. PPSs) or practice advice (e.g. Local Design Guide)
make clear the extent of your responsibilities

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

Use good English

Be precise

Check your grammar and spelling: ask colleagues to look over the text

Write short sentences

Use plain English words

Ask a colleague to proof read the report for technical accuracy.

What happens at IHE

IHE will acknowledge receipt of your application, pass on the information you supplied and give you contact details for your assessors.

Send your assignments and submission to the two assessors by the Post Office.

IHE will tell everyone the time and date of the interview and give you details of the venue.

Afterwards, the assessors make a recommendation to the IHE Development Control Steering Group and IHE's Membership & Qualifications Committee.

The purpose of the interview

The assessors want to reassure themselves that your knowledge covers that listed in the Competence Standards. They will ask your questions about your assignments and about how you have applied your TDM knowledge in practice with reference to your Experience Report.

The assessors will set you at your ease. The interview is not an examination: it is 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 the work submitted and your performance on the day.

Beforehand,

Identify significant or interesting aspects of your work to talk about

Practice talking about your work

Think about questions you could be asked and your answers

Refresh your knowledge of the issues and policies listed in the learning aims.

On the day,

Your assignments or Portfolio will have been read by the assessors.

They will ask you questions to test your knowledge and competence to satisfy themselves that you meet the Statements of Competence.

Applicants who have not completed the IHE course should expect to talk about a couple of recent schemes illustrated with supporting documents. Be prepared to explain what you did and why. A good approach is to practice talking through a few key schemes from your submission to bring out the extent of your experience.



Remember to

listen to the questions

say what you mean, logically and clearly

take comments objectively, not as a personal slight

stop digging if you get into a hole: don't waffle.

Afterwards

IHE will write to you after the next Membership Committee with your results and electing you a member of the Institute. We will also offer to register you as an Engineering Technician is appropriate.

The IHE Professional Certificate accredits your competence, marks you out as a qualified professional, and is backed by senior DC professionals – your employers.

ADVANCE YOUR CAREER

