

## Guidance Document

### Overview

As part of the IHE Highway Engineering Academy, the IHE approves training providers, short courses and training days of a day or more in highway engineering, construction and transportation. IHE approval does not encompass craft, manual or operative training but it does cover provision for supervisors through to specialist practitioners and for higher management education and training for senior engineers.

These courses are delivered independent of the IHE through our Highway Engineering Academy Training Partners in industry that have met the IHE's requirements as providing quality CPD material.

Approved Highway Engineering Academy Training must have:

- Clearly defined objectives based on known client needs.
- A structured approach to effective evaluation.
- Quality Management procedures.
- Monitoring systems.

Courses can use the words "IHE approved CPD" on publicity and attendance certificates. This gives delegates, employers and clients the reassurance your training has been assessed by industry specialists and meets the needs of the highways engineering sector.

IHE Highway Engineering Academy approved training will be assessed by our industry specialists against the following criteria:

- Course content is appropriate for identified client needs (i.e. fit for purpose audience).
- Course objectives are identified and the programme meets these objectives.
- Resources are adequate.
- Presenters are technically competent and have adequate presentation skills. Evidence of upskilling or of maintaining and recording CPD.
- Clients are consulted in designing the course.
- A structured evaluation procedure is in place.
- Management structure and responsibilities are designed to meet client needs and to deliver an effective, relevant course.
- Any assessment is appropriate and rigorous.

## How to apply for approval

To apply for approval, you will need to make a formal submission to the IHE. This will need to cover the following areas as listed on the submission checklist available on the IHE website or on request.

### **Course content and objectives**

- Description of course programme and content, indicating whether it provides an overview or in-depth coverage.
- List of course objectives (acquisition of new skill, knowledge or competence; or an updating or enhancement of existing knowledge) preferably linked to the course programme.
- Description of target client group. (If “middle management” please say whether management or practitioner bias. Grading/Post Titles may help).
- Statement of prior knowledge or experience requirements and of whether course equips delegates for further specified training.

### **On the administration**

- List of presenters with CVs outlining their appropriate skills and their technical and training experience.
- Notes on course materials, slides, films, copy of course notes or r sum . Copy of any handouts.
- Details of feedback system from participants (happiness questionnaires etc).
- Copy of attendance certificates, if awarded. (IHE’s logo or the IHE Approved CPD log can be used on certificates).
- Description of relevant resources provided for the course.

### **On quality management**

- A statement of the company’s commitment to quality and its management structure for ensuring compliance.
- Procedures for planning and management and for updating/archiving.
- Procedures for assessing whether course objectives are achieved.
- Statement of training/updating provided for in-house presenters or verification procedures for external verifiers.

Note: If your company operates a UKAS recognised quality management system we may not require all the information listed above, please check the submission checklist.

Please complete the submission checklist in full. In addition, the IHE require a single file or lever arch folder containing the supporting documents listed on the coversheet to demonstrate the criteria listed above. These must be arranged in sections and clearly marked with dividers.

Also include a copy of the application form, coversheet and supporting documents on a CD or USB stick and post it, along with your application folder to:

**Academy Training Approvals, IHE, Floor 32-34, 286 Euston Road, London, NW1 3DP**

## Fees

The fees for IHE Highway Engineering Academy approval is as follows:

£350.00 Application Fee (single training course or first course if submitting multiple courses for approval)

£30.00 Per additional training course (If submitting multiple training courses for approval)

IHE Professional Development Partners:

These prices are for existing IHE Professional Development Partners (PDP's) ONLY. Organisations that have entered into a PDP arrangement with the IHE benefit from reduced Highway Engineering Academy approval fees.

£200.00 Application Fee (single training course or first course if submitting multiple courses for approval)

£10.00 Per additional training course (If submitting multiple training courses for approval)

Approval is normally for three years, subject to monitoring. The fee to renew approval is £150.00 unless there have been substantial changes to the training. In these circumstances we will treat this as a new application and the fees above will apply.

## Contact us

If you need any further information or guidance, please contact us on: 0203 551 5681 or email us at [info@theihe.org](mailto:info@theihe.org)