



INSTITUTE OF  
HIGHWAY  
ENGINEERS

# IHE COMPANY TRAINING SCHEME ACCREDITATION GUIDANCE DOCUMENT

Applying for your training scheme to be accredited

# IHE Company Training Scheme Accreditation Guidance Document

## Overview

The Institute of Highway Engineers is licensed by the Engineering Council to accredit company training programmes for EngTech, ICTTech, IEng and CEng Professional Registration. Accreditation indicates that the training scheme delivers a clearly defined and structured programme of learning and development for employees working towards Professional Registration with the Engineering Council.

By operating an accredited training scheme, employers can obtain a tangible indication of their commitment to staff training and specialist development. IHE accreditation indicates trainees on a company training scheme are accumulating the necessary technical skills and transferable skills (such as teamwork, oral and written communication) which have wide application in all working environments. Accreditation is the assurance that a training programme meets the quality standards established by the profession and IHE accreditation in particular is the quality mark for the highways sector.

Accredited training schemes assess trainees' initial development (IPD) in-house, which in turn speeds up their Professional Review for Professional Registration. The period during which engineers and technicians acquire and develop the skills they need to work in their chosen field is characterised by the Engineering Council as "Initial Professional Development" (IPD). It embraces training and learning from experience in posts of increasing responsibility in preparation for Engineering Council registration at either EngTech, ICTTech, IEng or CEng.

'IPD' builds on trainees' education and qualifications:

- To extend their knowledge.
- To apply engineering principles to real problems at work.
- To develop their professional competence to perform the role and accept the responsibilities of an Engineering Technician, ICT Technician, Incorporated or Chartered Engineer.
- To develop their professional commitment and ethical understanding.
- To develop inter-personal, team and communication skills.
- To develop the ability to manage themselves and others.

Employers operating a company training scheme should allow staff to progress to work on projects where they can demonstrate independent technical judgement with responsibility for people and resources within financial, safety, statutory and commercial constraints.

The specific training objectives IHE looks to engineers to achieve are described in the Statements of Competence and Commitment published by the Engineering Council. They are set out in Engineering Council UK-SPEC (UK Standard for Professional Engineering Competence) Fourth Edition (or the Information and Communications Technology Technician (ICTTech) Standard), a copy of which can be downloaded from <https://www.engc.org.uk/>

Typically, three to five years' and five to seven years' structured training and experience, post-degree, is needed to prepare trainees to meet the Engineering Council criteria for IEng and CEng registration respectively. As part of their Professional Review, trainees from an accredited company training scheme need to demonstrate that they have met these Statements of Competence and Commitment with documentary evidence and certified by a mentor.

It is only when this is achieved can they come for the Professional Review Interview. The advantage of participating in an accredited company training scheme is it negates the need to undergo the Initial Professional Review (IPR) and trainees can proceed straight to Professional Review Interview (PRI).

#### How the IHE undertakes Company Training Scheme Accreditation

On receipt of your application, the IHE will conduct a check of your submission to ensure we have everything we need. We then appoint a panel (usually two or three) of Accreditation Training Assessors who will review your submission in advance of the accreditation visit. These Accreditation Training Assessors are industrialists with considerable experience in the highways sector who have been trained to undertake accreditation activity. The IHE will supply a suggested accreditation visit timetable for the day of the team's visit. The purpose of this visit is to answer any questions the team may have from your submission document, establish the training scheme is delivering a quality experience to the trainees and ensure the scheme is well documented and managed. At the end of the visit the team will provide you with feedback along with a proposed recommendation to the Institute's Membership & Qualifications Committee.

The visit team will write a report to be presented at the next meeting of the IHE Membership & Qualifications Committee. It is M&Q who have responsibility to make the final decision on the companies application and act on the advice provided by the Accreditation Training Assessors. M&Q will decide to Accept / Conditional Acceptance / Reject any accreditation application and any conditional acceptances are given with deadlines for the company to action. If accreditation is awarded this is usually for a period of 5 years. The Institute will contact you with the outcome of the assessment with structured feedback, or conditional acceptance requirements.

#### Applying for IHE Company Training Scheme Accreditation

The IHE will be looking for evidence (through a formal submission document, and an accreditation visit) that your training scheme covers the following broad criteria:

1. Clear scheme aims and objectives.
2. Well defined scope of the training programme.
3. Clear roles and responsibilities for training and development in your organisation.
4. Arrangements for supervision, support, monitoring and recording.
5. Opportunities for further and higher education.

However, what you need to supply depends on your current accreditation status.

##### **1. Fast Track IHE accreditation**

This applies if you already hold ICE Training Scheme accreditation - You do not need different schemes for different institutions. By holding ICE accreditation you will already have quality, monitoring and reward systems in place which meet most Engineering Council requirements. The IHE just needs to be satisfied that you will prepare staff for registration through the IHE, using the Engineering Council Statements of Competence as training objectives. The standard accreditation fee of £400.00 will be payable.

What we require three copies of:

1. Send IHE a copy of your ICE Training Scheme certificate and a copy of your ICE Training Scheme application submission.
2. Produce a summary table of where the ICE attributes are delivered, and cross-reference these to the UK-SPEC Fourth Edition Statements of Competence and Commitment for either EngTech, IEng or CEng.
3. A covering letter supporting your application. This must include a statement on why you have decided to seek IHE accreditation and how you will ensure your scheme exposes trainees to the highways sector, giving them experience of the sector and knowledge of the highways discipline. In addition, we require an additional statement confirming that your scheme will support trainees who choose to prepare for Engineering Council registration through IHE.

## 2. Standard IHE accreditation

This applies if you do not hold ICE Training Scheme accreditation. We require some additional information to support your application as accreditation needs to ensure that training programmes provide a structured framework for gaining experience, learning and training, with mentoring and support which will allow trainees to meet the Engineering Council’s requirements. The standard accreditation fee of £400.00 will be payable.

What we require three copies of:

1. All sections of the company training scheme accreditation application form completed in full. This includes a full accreditation submission portfolio including supporting supplementary documents.

To assist with this, the following grid gives you some suggestions at what the Accreditation Training Assessors will be looking for:

Section	What we’re looking for
Section A	Background information to give an overview to your scheme
Section 1	You should aim to allow staff to progress to work on projects where they can demonstrate independent technical judgement with responsibility for people and resources within financial, safety, statutory and commercial constraints.
Section 2	Company training schemes are likely to include: <ul style="list-style-type: none"> <li>● Induction into work and into the company and its external relationships.</li> <li>● Opportunities to develop independent responsibility.</li> <li>● Opportunities to exercise Engineering Technician, ICT Technician, Incorporated and/or Chartered level responsibilities.</li> <li>● Employer-specific training to meet company objectives</li> </ul> <p>It is important that trainees develop a professional attitude and commitment.</p>
Section 3	Company training schemes must include: <ul style="list-style-type: none"> <li>● Monitoring and recording systems</li> <li>● Documented signing and registering Training Agreements (or similar documentation)</li> <li>● Reviewing of and authentication of trainees’ portfolios of documentary evidence.</li> </ul>

	<ul style="list-style-type: none"> <li>● Completing a formal report on completion of Initial Development.</li> <li>● Requirement for trainees to keep appropriate records and plans.</li> <li>● Auditing training provision</li> </ul> <p>Some companies offer Training Agreements to the staff setting out the rights and responsibilities of both parties. IHE is able to act as an external guarantor of such agreements and their transfer and completion (on request).</p>
Section 4	<p>Trainees need informed support and assistance to realise their potential.</p> <p>Training Engineers/Supervising Engineers are responsible for:</p> <ul style="list-style-type: none"> <li>● Meeting trainees regularly to review and stock take.</li> <li>● Arranging training for line managers to enable them to support their staff.</li> <li>● Agreeing or approving additional continuing training and education.</li> <li>● Liaising with colleges.</li> </ul> <p>Line Managers are responsible for:</p> <ul style="list-style-type: none"> <li>● Giving support, advice and guidance to trainees at appraisals and at periodic (quarterly) reviews.</li> <li>● Monitoring trainees' training and development.</li> </ul> <p>Line managers may also act as Mentors for trainees' Professional Review submissions.</p> <p>Trainees need support, advice and guidance from a mentor as they prepare for their Professional Review. Mentors may be line managers, recently qualified colleagues or other designated engineers.</p> <p>Mentors are responsible for:</p> <ul style="list-style-type: none"> <li>● Assisting trainees to prepare their Engtech, ICTTech, IEng or CEng Professional Review.</li> </ul> <p>Mentor support is invaluable to enhance trainees' ability to plan and to reflect on learning and experience.</p> <p>Trainees are asked to:</p> <ul style="list-style-type: none"> <li>● Adopt a responsible attitude and act ethically.</li> <li>● Work safely</li> <li>● Plan their professional development</li> <li>● Join an Engineering Council institution.</li> <li>● Attend meetings of professional institutions.</li> <li>● Read and apply Engineering Council's codes and guidelines.</li> </ul> <p>NOTE: Student Membership of IHE is FREE.</p> <p>Mentoring</p>

Regular mentor meetings allow trainees to:

- Reflect on what they have achieved
- Compare their achievements against Engineering Council Statements of Competence and Commitment.
- Identify remaining gaps and what is needed to bridge them.
- Discuss options to open doors to new or different development.
- Identify realistic milestones.
- Summarise what has been successful and what to do next through an Action Plan.

#### Management

Normally, a Training Engineer/Supervising Engineer directs the training scheme and meets trainees annually to take stock and set new targets. This may be an extension of the Annual Appraisal.

At the end of training, the Training Engineer/Supervising Engineer meets the trainee to complete a final review to confirm completion of initial development objectives. The mentor may also attend this final review. It is helpful to cross reference the signing off statements to work completed in training.

When the trainee puts together their Professional Review submission for EngTech, ICTTech, IEng or CEng it needs clearance by, and the support of, an Employer Proposer Statement. A mock review is also helpful.

#### Record Keeping

Trainees need to record their experience, evaluate and reflect on their development, and plan how to achieve their training objectives as set out by the company and in the Engineering Council Statements of Competence and Commitment. Typically, trainees should keep a portfolio comprising:

- Academic records and reports.
- A work diary.
- Reports reflecting on work done.
- Line Manager reviews.
- Action Plans setting out how to approach meeting development needs or annual appraisals.
- Annual Professional Development Plans
- Records of off the job training.
- Final assessment, on completion of initial development, by the trainee and Training Engineer/Supervising Engineer.

<b>Section 6</b>	<p><b>Initial Education</b></p> <p>To become Professionally Registered at Engineering Technician, ICT Technician, Incorporated or Chartered level, trainees need an academic qualification accredited by the Engineering Council.</p> <p>The benchmark qualifications are:</p> <p>For Chartered Engineer: BEng plus Masters (MSc) or a MEng.</p> <p>For Incorporated Engineer: Bachelors degree in engineering or technology (BSc or BEng).</p> <p>For EngTech/ ICTTech: HNC/ HND or Foundation Degree</p> <p>IHE accredits university and college civil and transport courses through the Joint Board of Moderators, a partnership of IHE, CIHT, IStructE and ICE. The list of accredited courses is published on <a href="http://www.jbm.org.uk">www.jbm.org.uk</a>.</p> <p>For IEng an HNC, HND or Foundation Degree may be topped up by transferring to a part-time degree or by studying on a JBM accredited work based Further Learning scheme. Some employers offer formal work based 'Further Learning' (which can combine short courses with structured learning on the job).</p> <p>Employers are expected to provide opportunities for staff to maintain and develop their knowledge and skills. If formal academic learning is not available, trainees can progress through the Personalised Report Option. In which case, they will need to engage in an engineering project which will extend and enhance their technical knowledge and skills to either Bachelors degree (IEng) or Masters degree (CEng) level.</p> <p><b>Continuing Professional Development</b></p> <p>Trainees are expected to adopt a structured approach to their personal development. Professional development plans and records form part of their Professional Review. Trainees need to produce a comprehensive CPD record and plan demonstrating adequate learning and reflection. CPD should be available to cover technical and managerial topics and can include Institutions' branch events, in-house courses and seminars and reading or e-learning. They will need two days on safety and one on sustainability issues. This may include instruction in safe working practices and employees' responsibilities for safety.</p>
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The IHE is reliant on the time and expectation of its volunteers. For this reason, the complete application process can take up to 2-3 months from start to finish. After an accreditation decision has been made by the Membership & Qualifications committee, the Institute reserves the right to implement a monitoring visit at any time after the granting of accreditation. A minimum of one month's notice will be given prior to any such monitoring visit, and no fee is payable.

**Contact us**

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