INSTITUTE OF HIGHWAY ENGINEERS

APPLICATION FORM

IHE PROFESSIONAL DIPLOMA

Recognising your specialist expertise and competence

Application form for:
IHE Professional Diploma

21.6.1:6

1. Coversheet

Please complete and affix this coversheet to the front of your folder with adhesive tape or glue. Applications will only be accepted in folders as detailed in section 14 'Completing your submission' in this form and with this coversheet affixed.

Name:

IHE Professional Diploma in

- ☐ Asset Management
- ☐ Active Travel
- ☐ Traffic Signal Control
- ☐ Highway Design
- ☐ Development Management
- ☐ Highway Maintenance
- ☐ Road Safety Engineering
- ☐ Traffic Signing & Road Markings
- ☐ Winter Services
- ☐ Temporary Traffic Management

Professional Diploma

OFFICE USE ONLY

Date received: D D M M Y Y Y Y

2. Your details

Title: First Name: Surname:

IHE Membership Number: ☐☐☐☐☐☐☐☐ (If applicable)

Date of Birth: D D M M Y Y Y Y

Home Address:

Country: Postcode:

Home phone:

Mobile:

Email:

3. Current employment details

Employer:

Job title:

Address:

Country: Postcode:

Work phone:

Work Email:

4. Professional Diploma specialism

Please tick which IHE Professional Diploma you are applying for:

- ☐ Asset Management
- ☐ Active Travel
- ☐ Traffic Signal Control
- ☐ Highway Design
- ☐ Development Management
- ☐ Highway Maintenance
- ☐ Road Safety Engineering
- ☐ Traffic Signing & Road Markings
- ☐ Winter Services
- ☐ Temporary Traffic Management

5. Your CV

Please include an up-to-date copy of your CV with your application form.

6. Higher and further education

Please list in this section any relevant further or higher education qualifications you have. Please list the most recent first, and provide as much detail as possible.

Start Date	End Date	Course/Qualification Title/Course Ref	Institution/University

7. Career history

Please list in this section your employment history to date. Please list your most recent position first.

Start Date	End Date	Employer & Job Title	Experience (please outline your responsibilities in this role)

8. Your current job

Please include an up-to-date copy of your current Job Description with your application form.

9. Mapping your organisation

Please include an up-to-date copy of your Organisation Chart with your application form and highlight your position within the organisation's structure. Self employed applicants do not need to complete this section.

10. Continuing Professional Development

Please include a record of your Continuing Professional Development (CPD).
More information can be found in the accompanying guidance booklet.

11. Assessment portfolio

Your Professional Diploma Assessment Portfolio will, for each module, contain a written narrative of *your* recent work in approximately 2500–3000 words to cover the competencies listed in the module grid. To support and underpin this text you should cross reference where required, with sufficient evidence using at least two schemes from your work experience to show that you have met the required competencies. No more than half a dozen small evidential documents per module are required and excess evidence is likely to be rejected.

Your Assessment Portfolio will need to contain:

1. A written text for each of the *core* modules. To support your written answers, you will need to select and cross reference to the specific evidence documents you have included.
2. A written text for each of the *optional* modules required. To support your written answers, you will need to select and cross reference to the specific evidence documents you have included.

The required number of *core* and *optional* modules is specific to each Professional Diploma. Please read each Professional Diploma grid carefully to ensure you have answered the required number of modules.

12. Document matrix

In your folder of evidence please include a matrix indicating how your supporting documentation meets the Professional Diploma modules.
More information can be found in the accompanying guidance booklet.

13. Statement by applicant

Please sign and date the following declaration:

When you complete the form you are deemed to have agreed to the following: "(1) That the information you have given is complete and correct, (2) that you will abide by the Articles, Bye-Laws and Rules of the Institute and by the Codes of Conduct of the Institute (3) that you undertake to meet your professional development commitments and (4) that you will promote the objectives of the Institute to the best of your ability".

"The Institute of Highway Engineers take your privacy seriously and will only use your personal information to administer your application and IHE membership to deliver the products and services you have requested from us. Your personal information will also be shared with IHE volunteers, IHE Panels and the Engineering Council strictly for the purposes of assessing your application"

A full Privacy Policy detailing exactly how your data is held, secured and shared can be found our website at **https://members.theihe.org/page/privacypolicy**

☐ I agree to the above data privacy notice.

Signed:

Date: D D M M Y Y Y Y

14. Completing your submission

All submissions must be presented in a single ring binder or lever arch folder. You should use file dividers to enable us to easily identify the relevant parts of your evidence folder. These should cross reference with the relevant sections of this form.

The coversheet provided in section 1 at the front of this form must be affixed to the front of your folder.

Please note: *Submissions presented in any other style of folder or binding, or without the coversheet affixed will be returned to you.*

Please send your completed submission and this form to:

Membership
Institute of Highway Engineers
4 Devonshire Street
London
W1W 5DX

Please note: *We reserve the right to reject and return any submission that does not include all of the documents and attachments marked on the checklist at the back of this form, or with sections of this application form incomplete or left blank unless not required.*

15. Electronic copy of your submission

Please ensure you include a digital copy of your entire submission (including this form) on a USB memory stick or CD in your evidence folder.

16. Payment form

More detailed information and guidance on the payment we require can be found in the accompanying guidance booklet.

To pay for your Professional Diploma application please complete the form below. You will not need to complete this form if you have attended the IHE Professional Diploma course in the specialism you are applying for.

Payment Amount: £ ☐☐☐.☐☐

Payment Type

☐ Cheque

☐ Invoice Invoice Purchase Order Number ☐☐☐☐☐☐☐☐☐☐

☐ Credit / Debit Card

If you would prefer to pay by credit or debit card by phone, please call 0203 874 3066
(Monday – Thursday 9am–5pm)

On receipt of your application, we will issue an invoice by email in accordance with your preference above.

Please note, your application will only be processed once your payment has been successfully received.

Signature:

Date: D D M M Y Y Y Y

17. Checklist

The final part of your submission is this checklist to make sure you have included everything. Please check that you have:

- ☐ **Completed all sections of this form**
- ☐ **Attached a copy of your CV** (Section 5)
- ☐ **Attached a copy of your current Job Description** (Section 8)
- ☐ **Attached a copy of your Organisation Chart** (Section 9) (If applicable)
- ☐ **Attached copies of your CPD record** (Section 10)
- ☐ **Included a document matrix to map your evidence folder against the module assignments** (Section 12)
- ☐ **Included all documents referenced in your module assignments and document matrix**
- ☐ **Signed and dated the applicant statement** (Section 13)
- ☐ **Included a copy of your submission on CD or USB memory stick** (section 15)
- ☐ **Completed the payment section for the correct fees** (section 16) (If applicable)
- ☐ **Completed and detached the coversheet in Section 1 and affixed it to the front of your submission folder**

Please note: *We reserve the right to reject and return any submission that does not include all of the documents and attachments marked on the checklist at the back of this form, or with sections of this application form incomplete or left blank unless not required.*