

Certificate of Competency (CoC)

Guidelines for Applicants

General

These Guidelines are intended to assist applicants with the preparation of their submission for the Certificate of Competency (CoC) via the Portfolio of Evidence Route, as awarded by SoRSA. Applicants are not restricted to members of SoRSA or CIHT.

SoRSA has been accredited by Highways England and the devolved administrations to offer a Portfolio of Evidence Route for those road safety auditors who have extensive experience and feel that they have the necessary knowledge and expertise to qualify for a CoC without having to attend any further qualifying courses on aspects of road safety auditing.

The Application Form for the CoC can be found on the SoRSA website at <http://www.ciht.org.uk/en/sorsa/join-sorsa/certificate-of-competency.cfm> and comprises several sections as denoted below –

A - Applicants Personal Contact Details

B - Professional Institution Membership

C - Professional Qualifications

D – Background Experience

E – Examples of 5 Collision Investigation and Road Safety Engineering Projects

F – Core Modules – F1 – Road Safety Legal Issues, Legislation and Policy

F2 – Collision Investigation

F3 – Road Safety Audit

F4 – Road Safety Engineering / Road Design

G – Formal Road Safety Training

H – Continuing Professional Development

J – Examples of Road Safety Audits

K – Declaration

The above Sections are dealt with in the following paragraphs with hints and tips on how to complete and what the reviewers are looking for in your application. Please bear in mind that the essence of the submission is to demonstrate the experience you have gained, the lessons learnt and how you have applied the knowledge gained by referring to examples in your work. The submission of a list of topics is not sufficient.

Plagiarism will be viewed as a serious offence and any applicant suspected of this may be questioned and if unable to convince the assessors, will forfeit their application.

In addition to the technical aspects of road safety auditing, the assessors will be expecting applications to be of a proper professional standard. Report writing skills, including correct use of English grammar and spelling will be expected as will IT skills encompassing use of diagrams and inserts, if used, in the audit report examples. Any reference to aspects of personal and corporate development are useful such as leadership and team management, resource management, delegation skills, negotiating skills, information management, presentation skills and commercial, contract and IT skills. Including references to these in Sections D to H will all count towards the assessors' appreciation that you have attained the desired degree of professionalism of an experienced auditor.

Mentors

Applicants are encouraged to use a Mentor when preparing their submission. A Mentor's role is to:

- Establish, with the applicant, whether the applicant has sufficient Road Safety Audit knowledge and experience at the right competency level to apply for a CoC;
- Advise the applicant on how gaps in knowledge and/or experience could be addressed;
- Advise on the content and subject matter of the applicants' submission;
- Provide challenges to assumptions/conclusions in the submission; and
- Comment on drafts of the submission.

Mentors may work with the applicant or come from outside the applicants employing organisation. Desirably a Mentor should be an experienced Road Safety Auditor and hold a CoC. A Mentor may also be the applicant's sponsor – see Section K within the Application Form and the notes below.

Advice on the Completion of Sections within the CoC Application Form

A - Applicants Personal Contact Details

Existing Members/Fellows of SoRSA do not need to supply any of the information requested in Section A **except their name** and details of any changes since their original Application for Membership or their Annual Review, whichever is most recent.

Other applicants must provide all the requested information.

B - Professional Institution Membership

Existing Members/Fellows of SoRSA do not need to supply this information unless something has changed since your original Application for Membership or your most recent successful Annual Review.

Otherwise, it is fairly straight forward, simply supply the information required. Membership of other professional institutions can cover all organisations and should not just be confined to those of an engineering or transportation nature.

C - Professional Qualifications

Similar to Section B.

D – Background Experience

Existing Members/Fellows of SoRSA do not need to supply this information.

All other applicants must provide a short resume (**maximum 500 words**) outlining your overall experience in highways, traffic and/or road safety engineering and demonstrates that your existing training, skills and experience meets with the latest DMRB guidance "Road Safety Audit". DO NOT simply insert a pre-formatted CV. Provide as varied an experience as you can and include any managerial or professional expertise that you have gained.

E – Examples of 5 Collision Investigation and Road Safety Engineering Projects

Existing Members/Fellows of SoRSA who have been successful in their current/latest Annual Review should only supply details of projects completed since the submission of their Annual Review.

All other applicants must provide examples that show how you meet the collision investigation and road safety engineering experience guidance set out in the latest DMRB guidance "Road Safety Audit". Again, try to provide examples which show a variety of types of work and experience and at least one **MUST** demonstrate work undertaken in the most recent 24 months. Additionally, if you can demonstrate the acquisition of managerial or business expertise, this will count towards the success of the submission.

F – Core Modules

In Sections F1 to F4, you must demonstrate an acceptable level of knowledge, experience and/or expertise in the four Core Modules as required by Highways England.

It is appreciated that the level of knowledge and understanding will vary depending on the experience gained. You should, therefore, identify the degree of knowledge acquired in each Section under the following headings –

- knowledge – a basic knowledge
- experience – a working knowledge

Thereafter, you should submit **up to a maximum of 1000 words** to demonstrate the level of understanding achieved in each Section.

Please bear in mind that the essence of the submission is to demonstrate the knowledge you have acquired and the implications that that knowledge has had on your work. This can best be achieved by providing examples that have arisen in your work.

You should identify how you have acquired the knowledge and experience which could include -

- Your own work
- Learning on the job
- Peer guidance and discussion
- In-house presentations
- Work shadowing to add to your knowledge and expertise for routine tasks
- Technical presentations
- Writing reports / writing for publication
- Preparation of CPD presentations to colleagues and other professionals
- Exposure to new situations at work which require action
- Listening to training CDs for research purposes and technical information

Association Chairman: Dennis Symons EngTech, FIHE, MCIHT, FSoRSA, RegRSA(IHE)

Registered Office: 119 Britannia Walk, London N1 7JE

CIHT is a charity registered in England (1136896) and Scotland (SC040873)

- Sharing knowledge and expertise with others
- Allied professional events
- Lecturing at organised events
- Research both on the job and for further qualification
- Teaching (for those not in teaching post)
- Validated and Accredited qualifications
- Formal distance and open learning courses
- Courses, conferences, seminars and workshops

It is appreciated that you will not have gained experience in all the topic headings identified above. However, you must be able to identify knowledge in a sufficient number to demonstrate a broad experience in each section.

F1 – Road Safety Legal Issues, Legislation and Policy

Guide topics under this Core Module include use, application or familiarity with –

- The 1980 Highways Act and 1988 Road Traffic Act (or any local or National Equivalents)
- The 2007 Road Death Investigation Manual
- The Corporate Manslaughter Act and Corporate Homicide Act 2007
- The Manslaughter by Gross Negligence Common Law
- The EC Directive 2008/96/EC; HD 19/15;
- Road Safety Policies, Targets and Strategies
- Legislative basis and status of road safety reports
- Litigation; potential culpability of auditors commensurate with degree of control; legal responsibilities;
- Duty of care required of auditors, reasonable not absolute skill and care
- Legal responsibilities of Highway Authorities
- CIHT Guidelines
- Health & Safety regs, CDM
- Disability Discrimination Act

It is recommended that you relate activities at certain times of your career which will illustrate how you applied your knowledge in the above categories or had to broaden your experience because of, say, a change in working practices. However, do not forget that there is a limit of **1000 words**.

This Section is weighted at 10% of the total of the 4 Core Modules

F2 – Collision Investigation

Guide topics under this Core Module include use, application or familiarity with –

- Data collection and analysis; limitations of Stats 19; other useful data sets
- Statistical tests; Averages, norms; Standard Deviation; Poisson & Chi ²
- Random distribution; regression to the mean; accident migration
- Use of Witnesses' statements; conflict studies; local & National trends; control data
- Collision analysis software; cluster analysis; stick diagrams
- Single site, route action, area action, mass action approaches
- Multi-disciplinary approach; systems approach
- Site visits; photographic evidence; conflict studies

Association Chairman: Dennis Symons EngTech, FIHE, MCIHT, FSoRSA, RegRSA(IHE)

Registered Office: 119 Britannia Walk, London N1 7JE

CIHT is a charity registered in England (1136896) and Scotland (SC040873)

- Causation factors to be considered
- Monitoring; before & after studies
- Remedial measures effectiveness; control data
- Prioritisation, Risk Assessments, Rates of return
- Local targeted strategies, Local & National trends

It is recommended that you reference activities to certain times of your career which will illustrate how you applied skills in the above categories or made an attempt to broaden your knowledge because of, say, a change in working practices. However, do not forget that there is a limit of **1000 words**.

This section is weighted at 30% of the total of the 4 Core Modules

F3 – Road Safety Audit

Guide topics under this Core Module include use, application or familiarity with –

- Cost effective basis; role of audit within scheme design; Independence of audit team
- Evolution of audit practice; own history and experience
- Stages of audit; Interim audits; variety of schemes; Design & Build; DBFO
- Team Leaders, Members and Observers; specialist advisors
- Covers all road users under all conditions
- Procedures; variations on HD 19/15
- Assessment of scheme drawings, Departures report & safety implications
- Audit brief requirements; scheme objectives; associated information
- Content, context and format of report; drawings; photographs; site visits
- Clarity, conciseness, detailed explanations; related collision types
- Responsibility of auditor; signed document; validated
- Exception reports / designers responses; shelf-life; possible arbitration

We want to know about your road safety auditing activities during your career which will illustrate how you applied skills in the above categories or made an attempt to broaden your knowledge because of, say, a change in working practices. However, do not forget that there is a limit of **1000 words**.

You may want to illustrate the diversity of your experience by tabulating the number of road safety audits undertaken at different stages and as an Observer, Team Member or Team Leader over a period of time, for example

	Stage 1	Stage 2	Stage 1/2	Stage 3	Stage 4a	Stage 4b
Team Leader	2	6	10	12	3	1
Team Member	-	5	15	14	2	-
Observer	-	2	6	5	-	-

This section is weighted at 30% of the total of the 4 Core Modules

F4 – Road Safety Engineering / Road Design

Guide topics under this Core Module include use of, application of or familiarity with –

- Highway Design; traffic engineering; road/road user interaction; design element interaction
- DMRB (or equivalent); Manual for Streets; Highway hierarchy; Design Speed;
- Horizontal & vertical alignments; cross sections; gradients & K values; Link Design
- Visibility distances; Crossfall; Superelevation; drainage; lighting; earthworks
- Pavement construction; Surfacing; micro/macro texture; skid resistance
- Junction design & analysis; roundabouts; traffic signals; priority control
- Signs & markings, traffic and demand management, level of service
- Traffic calming; humps / chicanes / chokes / full & partial closures
- Pedestrian crossings & facilities; cycle facilities; bus facilities; weight/size/width restrictions
- TROs, access control, Home Zones; Shared Space; SHGV routes; parking restrictions
- Road restraint systems, RRRAP/Risk Assessment.

Whatever your association with engineering design, we would like to know, simply state whatever involvement you have had. If you feel you need to obtain more knowledge and/or experience in this area, consider arranging to attend a course or gain on-the-job experience before applying for your CoC.

Do not forget that there is a limit of **1000 words**.

This section is weighted at 30% of the total of the 4 Core Modules.

G – Formal Road Safety Training

Existing Members/Fellows of SoRSA do not need to supply this information.

All other applicants are requested to provide details of your formal Road Safety training as specified in the latest DMRB guidance “Road Safety Audit”, i.e. any structured training which covers aspects of road safety engineering, casualty reduction, and road safety policy and strategy review and to provide copies of relevant attendance certificates. If certificates are not available, provide a ‘Lessons Learnt’ report outlining what was learnt at each event and how you have or intend to use this new knowledge in your work.

Formal training does not include seminars, conferences, exhibitions, etc, but must be training courses specifically aimed at instruction and furthering your education in road safety. Courses of a more general nature can be included if a specific part of them dealt with road safety. Seminars and the like can be included as part of your CPD (see below).

If your formal training took place before the formalisation of CPD and details and/or certificates are difficult to produce with any degree of accuracy, approximate dates indicating these will be taken into consideration when being assessed.

H – Continuing Professional Development

Existing Members/Fellows of SoRSA need only provide details of CPD undertaken since submission of their latest Annual Review.

All other applicants are requested to provide details of your relevant Continuing Professional Development (CPD) which you have undertaken in the past 12 months as detailed in the latest DMRB guidance "Road Safety Audit". 'Relevant' CPD covers Collision Investigation, Road Safety Engineering and Road Safety Audit only. Again, wherever possible, certificates of attendance should be provided. If these are not available 'Lessons Learnt' reports as mentioned above must be provided.

J – Examples of Road Safety Audits

You are required to list the Road Safety Audits you have undertaken on Motorway and Trunk Road schemes during the last 24 months. The minimum number of Audits that should be listed is 5. Normally only Audits undertaken on Motorway and Trunk Roads should be included as a CoC is based on your experience on those roads.

In special cases, applications may be made for audits undertaken on either TERN roads which are not part of the Motorway or Trunk Road network or on strategically important high-speed dual-carriageway all-purpose roads which are akin to Trunk Roads. Please discuss any such application with the SoRSA Membership Secretary via sorsa@ciht.org.uk in advance of your submission to avoid disappointment.

In addition to the above, you are requested to provide copies of **two** of the listed audit reports, preferably undertaken at different stages. Both of these should be for Motorway and Trunk Road schemes (for non-trunk road/Motorway schemes, please contact the SoRSA Membership Secretary for guidance on which reports to submit).

These example reports must include problem location plans and you should also provide a copy of the Audit Brief. Photographs would be a welcome addition. It may be that the Audit Brief runs to several pages in which case try to distil the most important aspects of the Brief into a more manageable size before including in the submission. There may be instances where the Brief is not available, has been archived or simply did not exist in which case an explanation must be forthcoming.

Importantly, you must ensure that the Audit reports submitted were written (preferred but in **exceptional** circumstances those reviewed by the applicant) as a member of the audit team. Your sponsor will need to confirm that the reports were written or checked by you.

SoRSA reserves the right to request additional examples of your audit work or further documentation to support your application.

K – Declaration

Finally, the declaration; this section is to be signed by both yourself **and a sponsor** to ensure a valid application. Please note, your sponsor should hold a recognised qualification in the field of Road Safety, Civil Engineering or Transportation Planning or hold a senior professional position with a relevant company or organisation. For those who are independent road safety auditors, your sponsor could be a representative of one of your Clients or from an organisation with which you have business or commercial dealings. They must be familiar with your work in this field.

Association Chairman: Dennis Symons EngTech, FIHE, MCIHT, FSoRSA, RegRSA(IHE)

Registered Office: 119 Britannia Walk, London N1 7JE

CIHT is a charity registered in England (1136896) and Scotland (SC040873)



Most importantly, if you have any questions or queries regarding any aspect of your application do not hesitate to contact the SoRSA Membership Secretary, via sorsa@ciht.org.uk.

There is no specific “pass mark” as such, but each application will be subject to assessment by two or three trained assessors who will each adjudicate on the applicant’s submission. Their combined assessment will be used and be based on the information given in all sections and in particular to the evidence provided for the 4 Core Modules. The weighting applicable to each Core Module will be used to give an overall assessment for each candidate. The weighting reflects the importance attached to the evidence for each of the Core Modules.

We will try and process your application as soon as possible and hope to achieve a turn-round of about 28 days; however, this may vary according to the demand from applications. Every application will receive an acknowledgement by email so do ensure your contact details are up to date.

And finally, do not forget to complete the page giving details regarding payment.

GOOD LUCK