Guidance

Your route from a Civil Engineering Degree Apprenticeship to IEng

Practical guidance for apprentices and employers

N.B. This advice applies to apprentices on version 1.1 and 2.0

Completing the apprenticeship and achieving the degree provides the academic base for Incorporated Engineer (IEng) registration, but it does not automatically confer IEng. A separate application and professional review are required. CIHT provides a clear route through this process, bringing together membership, eligibility guidance, practical resources, learning and professional review support so that apprentices and employers can manage the next step efficiently.

This guidance is for

- Civil Engineering Degree Apprentices working in highways and transportation.
- Employers, line managers and workplace mentors.

What CIHT provides

CIHT provides a clear and supported route from apprenticeship to professional registration. Apprentices can access free membership during their programme, guidance on eligibility and the IEng application, practical tools for building evidence, learning and events, professional networks, and support to prepare for professional review.

- Free Apprentice Membership while the individual is on their apprenticeship.
- Guidance on the IEng application and professional review process.
- Learning, webinars, events and professional networks.
- Opportunities for recognition through apprentice of the year awards

Why choose CIHT? CIHT provides one professional home for highways and transportation apprentices, with membership, guidance, learning, resources and professional review support brought together in a clear route to IEng.

The journey at a glance

1	2	3	4	5
Join CIHT	Build evidence	Complete the apprenticeship	Apply for IEng	Professional review interview

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Guidance for Apprentices

1. Join CIHT early

Start here: join CIHT as a free Apprentice Member. CIHT Apprentice Membership is free, runs alongside your training and gives you an early professional home in the highways and transportation sector.

2. Confirm your eligibility

- Complete an initial assessment with CIHT to confirm that your qualification is accredited for IEng
- Review CIHT specialisms to select the one most relevant for you

3. Build evidence as you go along

Your professional review will focus on what you have done, how you applied your knowledge and the responsibility you took. Keep concise evidence throughout your apprenticeship.

- Projects and tasks that show increasing technical responsibility.
- Examples of solving engineering problems and making sound judgements.
- Planning, organising and managing work, resources, quality and risk.
- Communication with colleagues, clients, stakeholders and the public.
- Health, safety, sustainability, ethics and professional conduct.
- Continuing professional development, reflection and future learning needs.

4. Get ready to apply

Once you have completed your apprenticeship

- Upgrade your CIHT Membership to Graduate Member (Grad CIHT)
- Identify any gaps and agree a development plan with your employer or mentor.
- Complete the Preparing for Professional Review course on CIHT Learn and identify any other relevant learning.
- When you are ready to apply, complete and submit your Portfolio of Evidence for IEng through the CIHT portal, following the current CIHT Professional Review Guidance.
- Find 2 sponsors (IEng or CEng)

CIHT resources:

- IEng specialisms
- Experience and evidence tracker
- CPD templates
- Professional Review Guidance
- CIHT Learn

Questions or need support? Contact CIHT through education@ciht.org.uk for help with membership, eligibility, the application process or professional review

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Guidance for Employers

Employers have a key role in helping apprentices turn academic learning and workplace experience into clear evidence of professional competence.

1. Set expectations early

Explain that completion of the apprenticeship does not automatically confer IEng. Include professional registration in the apprentice's development plan from the start.

2. Provide breadth and progression

Give the apprentice access to varied work and increasing responsibility. Where experience is narrow, plan placements, shadowing or cross-team opportunities.

3. Use regular reviews well

Use progress reviews and one-to-ones to discuss competence, evidence, gaps and next steps, not only academic progress or immediate workload.

4. Appoint a suitable mentor

Choose someone who understands professional registration and can challenge the apprentice, review evidence and support reflection.

5. Protect development time

Allow reasonable time for continuing professional development, professional-body activity, record keeping and preparation for professional review.

6. Support the application

Help the apprentice decide when they are ready, identify appropriate sponsors and prepare for the professional review interview.

Suggested checkpoints

When	Focus	Suggested activity
At the start	Membership and expectations	Apprentice joins CIHT and understands the separate route to IEng.
During the programme	Evidence and experience	Competence evidence is recorded and gaps are identified and addressed through planned work. Review the CIHT IEng specialisms and use the Experience and evidence tracker to record progress and identify gaps
Final year	Readiness review	Employer, mentor and apprentice assess evidence against UK-SPEC and agree remaining development.
Graduation	Getting ready to apply for IEng	Support the apprentice to upgrade to GradCIHT Apprentice prepares their Portfolio of Evidence on the CIHT portal when they are ready to apply Portfolio of Evidence signed off by mentor and sponsors Apprentice sits Professional Review

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Readiness checklist for an IEng application

Use this as a practical discussion prompt. It is not a substitute for the current CIHT application guidance or UK-SPEC.

- ☐ I have completed the relevant apprenticeship and degree.
- ☐ I have checked that my qualification provides the academic base required for IEng.
- ☐ I have upgraded my CIHT Membership
- ☐ I have chosen my CIHT specialism
- ☐ I can show how I apply engineering knowledge to practical problems.
- ☐ I can give examples of selecting methods, contributing to solutions and evaluating results.
- ☐ I can show responsibility for planning and organising work, resources, quality and risk.
- ☐ I can demonstrate effective communication and collaborative working.
- ☐ I can evidence health, safety, sustainability, ethical practice and professional commitment.
- ☐ I keep a current CPD record and reflect on what I learn. I plan my CPD for the future
- ☐ I have discussed my readiness and development gaps with my employer or mentor.
- ☐ I have read the current CIHT guidance and understand the professional review process.
- ☐ I have completed the Preparing for Professional Review course on CIHT Learn and/or attended an event or webinar on Professional Review at CIHT.

What CIHT members say

"If you work within the Highways and Transportation industry, then there is no real reason to choose any other institution than CIHT to prove that you are a competent professional in exactly your field. The whole process of applying and achieving professional qualifications is straight forward and the support material available is second to none."

Lee Holt, Jacobs

"I found CIHT's online application and professional review process straightforward and rewarding. Everyone was friendly and supportive throughout which allowed for a smooth process."

Stephen Ridley, Amey