Process

There are a number of steps, which need to be completed in a set order to progress from receipt of your Candidate Pack through to receiving your certificate, after meeting all the requirements of the Award.

The Candidate Pack

The Candidate Pack includes
- Background information on the BTC and the TTI
- A full description of the Award process
- Details of all Mandatory and Optional Modules
- An individual username and password

The Modules are the core of the Candidate Pack and are split into colour-coded groups. In order to meet the requirements of the Awards the Candidate must complete a set number of Mandatory Modules whilst other modules must be selected from Optional Groups as directed.

Documentary Evidence

For the Modules selected the Candidate must collect sufficient Documentary Evidence to cover the full Scope of the Module to meet all of the Performance and Knowledge Requirements. The Documentary Evidence may consist of

- test specifications / project records / test bed data logs / operational procedures / test data and data analysis / timing charts.
- Company procedures / Health and Safety / Quality and Environmental / risk assessments and any other relevant written communications / documentation.

Testimonials

There may be occasions when the Documentary Evidence required to prove experience as set out in a Module, is not readily available or is incomplete. In these rare circumstances, it may be acceptable for an Authorised Person to make a written statement that, in their opinion the Candidate has the appropriate experience to meet the requirements of a Module.

Foundation Questions

Each Module contains a set of Foundation Questions designed to explore the Candidate's knowledge of the subject matter.

Assessor Review

The Assessor is a person approved by the BTC to provide guidance and carry out an assessment of your competence against the requirements of the Award. The Assessor must meet certain requirements set out by the BTC to gain approval, they may be an employee of your own company, a member of another company involved in the BTC TTI process or provided by an external training organisation.

Verifier Review

Once the Assessor believes you possess the required skills and competencies and your Candidate Pack meets the requirements of the Award, the Assessor will forward your Pack to the Verifier to carry out a Verification to ensure it meets the requirements of the BTC. Similar to the Assessor, the Verifier is a person approved by the BTC.

BTC TTI Review Panel

When both the Assessor and the Verifier are confident that all the requirements of the Award have been met, the Candidate Pack will be submitted to the BTC TTI Review Panel.

The Review Panel sits on a regular basis, normally after each quarterly BTC TTI meeting, and will review the Candidate Packs in a fair and impartial manner against the requirements of the Award. The members of the Review panel are senior members from within the BTC TTI and have a wealth of experience in the fields covered by these Awards.

BTC Certificate

Once all the requirements of the Award have been met, as confirmed by the TTI Review Panel, a signed Certificate will be issued to the Candidate, via the Assessor. Certification will be in two parts, the first is the Certificate itself and the second part is confirmation of the Modules completed by the Candidate.

The Candidate and their company can use this certificate as evidence of their skills, experience and training.

IMechE Membership

The BTC Secretariat will inform the IMechE of the Candidates' successful completion of the Award. The IMechE local area representative will then contact the Candidate and assist in the application for membership and EngTech registration.