


## Bridge Inspector Certification Scheme

### FAQ's

#### **Where can I find the achievement ratings on the e-portfolio?**

The achievement ratings are shown within the  icon located before the self-assessment tab at the end of each question and are located in detail within the Bridge Inspector Guidance manual (location - <http://www.lantra.co.uk/nhss/bridge-inspectors>)

#### **Do I need to fill out all the self-assessments within the core competencies?**

Yes, as the scheme is competency based the requirements for all core modules must be met at either Bridge Inspector or Senior Inspector level, identifiable by selecting the appropriate achievement rating from the drop down box.


#### **What happens if the achievements rating are not met but are still submitted?**


Submissions incur a cost of £525 + VAT for the review, interview and Assessor feedback report generated regardless if the achievements have been met or not. Please check your portfolio carefully before submitting to Lantra.

#### **What do I need to put in the Evidence?**


The evidence is a function primarily used to add a brief summary of what skills/experience, conferences you have been to and what documents you have uploaded as your supporting evidence. i.e. reports, official documentation and expanded CV

#### **How do I Evidence Awareness and Knowledge achievement ratings?**

Questions that require Awareness and Knowledge, do not necessarily require uploaded documentation but documents such as awards/certificates may be added using the upload function. 

It is important that you summarize within the  icon the awareness and knowledge you have, i.e. conferences/scenarios, if you cannot in the space indicated a document of 1 A4 page may be uploaded.

## **Uploaded documents, what should I add?**

You can upload documents by clicking on the  icon. It is the responsibility of the candidate to determine the relevance of what is submitted; “official” documentation, reports, assessments and assignments may be used as evidence proving that you have the necessary skills and knowledge to meet the core competencies of the scheme (The same report may be used for multiple questions - Please highlight the area referring to the question within the report)

## **Do I need to complete all of the E-portfolio before submitting?**

Yes, if you leave any of the sub-questions within the core competencies as “Not Set” your E-portfolio will not be accepted.

## **Once I’ve submitted the E-portfolio can I change or make any amendments?**

Once the E-portfolio has been submitted you will not be able to make any further changes, please double check you have covered everything you need to before the submitting.

## **Do you provide training?**

Lantra does not provide any training for the Bridge Inspectors Certification Scheme. There are a number of universities that offer training courses which may be appropriate to gaining further knowledge in relation to the role of the Bridge Inspector, however these courses are not endorsed by Lantra. Please go to your employers to enquire about further any further training you may need.

## **Who can I add as a Mentor and how do I add them?**

You are able to add anyone as your Mentor on the BICS scheme and they will be given limited access rights to view your portfolio. To add someone to your account please go to the left hand side of your screen, once logged on, and go to “my mentors” then “add mentors”. You will also be able to delete a mentor if the need arises.

## **Who do I contact if I am having problems with my portfolio?**

If you experience any technical problems with your E-portfolio please contact Lantra on 02476 696996 or email [enquiries@bridge-inspectors.com](mailto:enquiries@bridge-inspectors.com)

For general queries only please email [enquiries@bridge-inspectors.com](mailto:enquiries@bridge-inspectors.com)

## **Where can I get a copy of the Bridge Inspector Manual and other information?**

For more information on the scheme and to download the Scheme Manual please go to the Lantra <http://www.lantra.co.uk/> website, NHSS & Highways Maintenance then the Bridge Inspectors tab.