**CHARTERED**

**ENGINEER**

**APPLICATION**

**CHARTERED ENGINEERS**

Chartered Engineers develop solutions to engineering problems using new or existing technologies, through innovation, creativity, change, and/or they may have technical accountability for complex systems with significant levels of risk.

Chartered Engineers are able to demonstrate:

* The theoretical knowledge needed to solve problems in new technologies and develop new analytical techniques
* Successful application of the knowledge required to deliver innovative products and services and/or take technical

responsibility for complex engineering systems

* Accountability for projects, finance and personnel management, and managing trade-offs between technical and socioeconomic factors
* Skill sets necessary to professionally develop other technical staff
* Effective interpersonal skills in communicating technical matters

**APPLY NOW**

Use this form to apply to become an Engineering Council registered Chartered Engineer with IPowerE.

**HOW TO APPLY**

Follow the steps outlined in this application pack, complete the relevant sections and submit to [**enquiries@ipowere.org**](mailto:enquiries@ipowere.org)

**BEFORE YOU APPLY**

Before you apply it is important that you understand the current Engineering Council requirements for becoming a Chartered Engineer and that you are confident you meet them.

Please make sure that you have read the relevant section of the UK-SPEC.

[**www.engc.org.uk/standards-guidance/standards/uk-spec**](http://www.engc.org.uk/standards-guidance/standards/uk-spec)

**HELP**

Should you have any questions regarding your application please contact our Membership team by emailing [**enquiries@ipowere.org**](mailto:enquiries@ipowere.org) or calling us on 01234 214340.

For more information, please visit the IPowerE website [**www.ipowere.org**](http://www.ipowere.org)

**SECTION 1: ABOUT YOU**

**A. PERSONAL INFORMATION**

|  |  |
| --- | --- |
| IPowerE Membership number (if applicable): |  |
| Current Grade (if applicable): |  |
| Title: |  |
| Gender: |  |
| Family name: |  |
| Forename(s): |  |
| Address: |  |
| Postcode: |  |
| Home Telephone: |  |
| Mobile Telephone: |  |
| Email (personal): |  |
| Date of Birth: |  |

**B. EMPLOYMENT**

|  |  |
| --- | --- |
| Name of Employer: |  |
| Department: |  |
| Position Held: |  |
| Commencement Date: |  |
| Work Address: |  |
| Work Telephone: |  |
| Email (work): |  |
| Company Website: |  |

**C. EDUCATION & FORMAL QUALIFICATIONS**

Please give details of all academic qualifications including award title, institution and course attendance dates.

|  |  |
| --- | --- |
| Awarding Education Institution: |  |
| Title of Award: |  |
| Subject: |  |
| Dates of Attendance & Award: |  |

|  |  |
| --- | --- |
| Awarding Education Institution: |  |
| Title of Award: |  |
| Subject: |  |
| Dates of Attendance & Award: |  |

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| Dates of Attendance & Award: |  |

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| --- | --- |
| Awarding Education Institution: |  |
| Title of Award: |  |
| Subject: |  |
| Dates of Attendance & Award: |  |

**SECTION 2: TRAINING / EXPERIENCE STATEMENT / CV**

Provide a summary of your engineering work including for each employment, to include the name and location of your employer, the period of employment, your job title(s) and a brief description of your role, responsibilities and key achievements in each position.

Enter your text here

**SECTION 3: PERSONAL COMPETENCE STATEMENTS**

**Chartered Engineers** must be professionally competent throughout their careers, with regards to their education, training and experience. Registration with Engineering Council requires candidates to demonstrate competence and commitment to engineering, continued professional development and the obligation to act with integrity and in the public interest. The UK Standard for Professional Engineering Competence (UK-SPEC) specifies these requirements through a set of key competencies. Refer to the Engineering Council website for more information [**www.engc.org.uk**](http://www.engc.org.uk)

This section of the form outlines each competence and provides examples of activities that could demonstrate achievement of the requirements. Describe in 100 to 200 words your involvement and understanding of each of the competencies. The statements need to be written in the first person (i.e. using the word “I”).

**A. Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology**

**A1. Maintain and extend a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology**

This could include an ability to:

* Identify the limits of your own personal knowledge and skills
* Strive to extend your own technological capability
* Broaden and deepen your own knowledge base through research and experimentation

**Example:**

Engage in formal post-graduate academic study. Learn and develop new engineering theories and techniques in the workplace. Broaden your knowledge of engineering codes, standards and specifications.

Enter your text here

**A2. Engage in the creative and innovative development of engineering technology and continuous improvement systems**

This could include an ability to:

* Assess market needs and contribute to marketing strategies
* Identify constraints and exploit opportunities for the development and transfer of technology within your own chosen field
* Promote new applications when appropriate
* Secure necessary intellectual property (IP) rights
* Develop and evaluate continuous improvement systems

**Example:**

Engage in formal post-graduate academic study. Learn and develop new engineering theories and techniques in the workplace. Broaden your knowledge of engineering codes, standards and specifications.

Enter your text here

**B. Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems**

**B1. Identify potential projects and opportunities**

This could include an ability to:

* Establish and help develop solutions to meet users’ requirements
* Consider and implement new and emerging technologies
* Enhance engineering practices, products, processes, systems and services
* Use of own knowledge of the employer’s position to assess the viability of opportunities

**Example:**

Involvement in the marketing of and tendering for new engineering products, processes and systems. Involvement in the specification and procurement of new engineering products, processes and systems. Set targets, and draft programmes and action plans. Schedule activities.

Enter your text here

**B2. Conduct appropriate research, and undertake the design and development of engineering solutions**

This could include an ability to:

* Identify and agree appropriate research methodologies
* Allocate and manage resources
* Develop necessary tests
* Collect, analyse and evaluate relevant data
* Undertake engineering design
* Prepare, present and agree design recommendations, with appropriate analysis of risk, and taking into account cost,
* quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities,
* and environmental impact

**Example:**

Carry out formal theoretical research. Evaluate numerical and analytical tools. Carry out applied research on the job. Lead/manage value engineering and whole life costing. Lead design teams. Draft specifications. Develop and test options. Identify resources and costs of options. Produce concept designs, and develop these into detailed designs. Be aware of IP constraints and opportunities.

Enter your text here

**B3. Manage implementation of design solutions, and evaluate their effectiveness**

This could include an ability to:

* Ensure that the application of the design results in the appropriate practical outcome
* Implement design solutions, taking into account critical constraints, including due concern for safety and sustainability
* Determine the criteria for evaluating design solutions
* Evaluate the outcome against the original specification
* Actively learn from feedback on results to improve future design solutions and build best practice

**Example:**

Follow the design process through into product or service realisation and its evaluation. Prepare and present reports on the evaluation of the effectiveness of designs, including risk, safety and life cycle considerations. Manage product improvement. Interpret and analyse performance. Determine critical success factors.

Enter your text here

**C. Provide technical and commercial leadership**

**C1. Plan for effective project implementation**

This could include an ability to:

* Systematically review the factors affecting project implementation including safety and sustainability considerations
* Define a holistic and systematic approach to risk identification, assessment and management
* Lead on preparing and agreeing implementation plans and method statements
* Ensure that necessary resources are secured and brief the project team
* Negotiate necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc)

**Example:**

Lead/manage project planning activities. Produce and implement procurement plans. Carry out project risk assessments.

Collaborate with key stakeholders, and negotiate agreement to the plans. Plan programmes and delivery of tasks. Identify resources and costs. Negotiate and agree contracts/work orders.

Enter your text here

**C2. Plan, budget, organise, direct and control tasks, people and resources**

This could include an ability to:

* Set up appropriate management systems
* Define quality standards, programme and budget within legal and statutory requirements
* Organise and lead work teams, coordinating project activities
* Ensure that variations from quality standards, programme and budgets are identified, and that corrective action is taken
* Gather and evaluate feedback, and recommend improvements

**Example:**

Take responsibility for and control project operations. Manage the balance between quality, cost and time. Manage risk register and contingency systems. Manage project funding, payments and recovery. Satisfy legal and statutory obligations. Lead/manage tasks within identified financial, commercial and regulatory constraints.

Enter your text here

**C3. Lead teams and develop staff to meet changing technical and managerial needs**

This could include an ability to:

* Agree objectives and work plans with teams and individuals
* Identify team and individual needs, and plan for their development
* Reinforce team commitment to professional standards
* Lead and support team and individual development
* Assess team and individual performance, and provide feedback

**Example:**

Carry out/contribute to staff appraisals. Plan/contribute to the training and development of staff. Gather evidence from colleagues of the management, assessment and feedback that you have provided. Carry out/contribute to disciplinary procedures.

Enter your text here

**C4. Bring about continuous improvement through quality management**

This could include an ability to:

* Promote quality throughout the organisation and its customer and supplier networks
* Develop and maintain operations to meet quality standards
* Direct project evaluation and propose recommendations for improvement

**Example:**

Plan and implement best practice methods of continuous improvement, eg ISO 9000, EFQM, balanced scorecard. Carry out quality audits. Monitor, maintain and improve delivery. Identify, implement and evaluate changes to meet quality objectives.

Enter your text here

**D. Demonstrate effective interpersonal skills**

**D1. Communicate in English with others at all levels**

This could include an ability to:

* Lead, chair, contribute to and record meetings and discussions
* Prepare communications, documents and reports on complex matters
* Exchange information and provide advice to technical and non-technical colleagues

**Example:**

Reports, letters, emails, drawings, specifications and working papers (e.g. meeting minutes, planning documents, correspondence) in a variety of formats. Engaging or interacting with professional networks.

Enter your text here

**D2. Present and discuss proposals**

This could include an ability to:

* Prepare and deliver presentations on strategic matters
* Lead and sustain debates with audiences
* Feed the results back to improve proposals
* Raise the awareness of risk

**Example:**

Presentations, records of discussions and their outcomes.

Enter your text here

**D3. Demonstrate personal and social skills**

This could include an ability to:

* Know and manage own emotions, strengths and weaknesses
* Be aware of the needs and concerns of others, especially where related to diversity and equality
* Be confident and flexible in dealing with new and changing interpersonal situations
* Identify, agree and lead work towards collective goals
* Create, maintain and enhance productive working relationships, and resolve conflicts

**Example:**

Records of meetings. Evidence from colleagues of your personal and social skills. Take responsibility for productive working relationships. Apply diversity and anti-discrimination legislation.

Enter your text here

**E. Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment**

**E1. Comply with relevant codes of conduct**

This includes an ability to:

* Comply with the rules of professional conduct of own institution
* Lead work within all relevant legislation and regulatory frameworks, including social and employment legislation.

**Example:**

Work with a variety of conditions of contract. Demonstrate initiative in and commitment to the affairs of your institution.

Enter your text here

**E2. Manage and apply safe systems of work**

This could include an ability to:

* Identify and take responsibility for own obligations to health, safety and welfare issues
* Ensure that systems satisfy health, safety and welfare requirements
* Develop and implement appropriate hazard identification and risk management systems and culture
* Manage, evaluate and improve these systems
* Apply a sound knowledge of health and safety legislation

**Example:**

Undertake formal health and safety training. Work with health and safety legislation and best practice. In the UK, examples include HASAW 1974, CDM regulations, OHSAS 18001:2007 and company safety policies. Carry out safety audits. Identify and minimise hazards. Assess and control risks. Evaluate the costs and benefits of safe working. Deliver strategic health and safety briefings and inductions.

Enter your text here

**E3. Undertake engineering activities in a way that contributes to sustainable development**

This could include an ability to:

* Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously
* Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives
* Understand and secure stakeholder involvement in sustainable development
* Use resources efficiently and effectively

**Example:**

Carry out environmental impact assessments. Carry out environmental risk assessments. Plan and implement best practice environmental management systems, eg ISO 14000. Manage best practice risk management systems eg ISO 31000. Work within environmental legislation. Adopt sustainable practices. Achieve social, economic and environmental outcomes.

Enter your text here

**E4. Carry out and record CPD necessary to maintain and enhance competence in your own area of practice.**

This includes:

* Undertake reviews of own development needs
* Plan how to meet personal and organisational objectives
* Carry out planned (and unplanned) CPD activities
* Maintain evidence of competence development
* Evaluate CPD outcomes against any plans made
* Assist others with their own CPD

**Example:**

Keep up to date with national and international engineering issues. Maintain CPD plans and records. Involvement with the affairs of your institution. Evidence of your development through on-the-job learning, private study, in-house courses, external courses and conferences.

Enter your text here

**E5. Exercise responsibilities in an ethical manner**

**Example:**

Give an example of where you have applied ethical principles as described in the Engineering Council Statement of Ethical Principles.

Give an example of where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.

Enter your text here

**SECTION 4: PERSONAL COMMITMENT**

The Code of Conduct can be viewed via the IPowerE website [**www.ipowere.org/codeofconduct.html**](http://www.ipowere.org/codeofconduct.html)**.**  Submitting the completed application form acts as confirmation of your agreement to adhere to the IPowerE Code of Conduct. Please indicate your acceptance using the declaration below.

Declaration and Data Protection: I have read the IPowerE Code of Conduct and declare that I will adhere to the Code and will endeavour to uphold these principles. I also confirm I understand that the information contained in this form will be processed in accordance with the data protection principles enshrined in the 1998 Data Protection Act. I also understand that details pertinent to my application, registration and Chartered Status history will be held on computer in terms of the Data Protection Act 1998.

**Name:**

**Date:**

**SECTION 5: SPONSOR**

Your application must be supported by one sponsor. The sponsor could be your line manager, HR manager or a professional person. If you have problems finding a suitable sponsor, please contact IPowerE. The sponsor may be contacted by IPowerE for verbal confirmation of their support.

***“I support this application for Chartered Engineer status. I confirm this candidate is known to me”***

|  |  |
| --- | --- |
| **Sponsor** | |
|  |  |
| Title: |  |
| Family name: |  |
| Forename(s): |  |
| Company: |  |
| Job title: |  |
| Address: |  |
| Email: |  |
| Phone: |  |
| Engineering Council Registration # (if applicable): |  |

**SECTION 6: CHECKLIST AND SUBMISSION**

Below is a checklist of all documentation required for attachment and submission of your application. Please complete this list prior to submission and ensure you keep copies of all documents you submit.

|  |  |
| --- | --- |
|  | Application form completed |
|  |  |
|  | Academic qualification evidence (certificates, transcripts etc) attached and verified by a sponsor as true copies of the originals. The sponsor could be a professional person or, alternatively an HR or senior manager at your place of work. |
|  |  |
|  | Organisational chart clearly identifying your position and role |
|  |  |
|  | The Engineering Council Continuing Professional Development (CPD) Code for Registrants has been read and CPD records submitted. The EngC CPD Code for Registrants can be found in UK-SPEC or accessed via the following link: [**www.engc.org.uk/cpd**](http://www.engc.org.uk/cpd) |
|  |  |
|  | Career Development Plan identifying how you aspire to develop and progress in the future as a registered Chartered Engineer |

|  |  |
| --- | --- |
|  | CEng Registration Fee |

Once this form and the checklist above are complete, please save the form and email it to [**enquiries@ipowere.org**](mailto:enquiries@ipowere.org) along with all documentation required.

**SECTION 7: WHAT HAPPENS NEXT**

**PROFESSIONAL REVIEW INTERVIEW (PRI)**

Your application will be reviewed and, if successful, you will be invited to attend a Professional Review Interview (PRI), which is the final stage of the assessment in your application to become a Chartered Engineer. The PRI is a mandatory part of the registration process.

Wherever possible the PRI will be conducted in a face-to-face meeting at a time and location which is convenient to the Candidate and Assessors. Exceptionally, where arranging a face-to-face meeting is difficult, the PRI may be carried out by video-conferencing.

**WHAT TO PREPARE?**

The PRI is based on the information you submitted with your application form and supporting documentation.

In preparation for the PRI, it is recommended that you:

1. Read through your application form and supporting documentation thoroughly. You are advised to attend with a good idea of exactly which projects and examples you are going to use to highlight your qualifications and that best demonstrate your achievement of the competencies.
2. Collate evidence (calculations, drawings, project plans, photographs, etc) indexed against each of the competencies. Note that there will be time constraints so choose items that most succinctly demonstrate your competencies. The evidence must be your own work, or larger pieces of work in which your personal contribution is identified and substantiated.
3. The interviewers will focus on your most recent and relevant experience and you will be assessed solely on the information you provide and your performance during the PRI.
4. Be prepared to discuss your past CPD experience and your future career development strategy with the interviewers.
5. Read through the IPowerE Code of Professional Conduct and make sure you are familiar with the code.

**WHAT TO BRING**

You must bring the following items with you to the PRI:

* Legal photo identification in the form of a passport, drivers licence, etc
* Original or certified true copies of any certificates you submitted with your application
* Any evidence you wish to present (calculations, drawings, project plans, photographs, etc)

**DURING THE INTERVIEW**

The PRI will run for approximately one hour. You will be assessed against the evidence of competence and commitment you provided in the Personal Competence statements. The PRI will be conducted by two experienced, qualified and trained interviewers and will be conducted in English (subject to the provisions of the Welsh Language Act 1993).

During the PRI you may choose to give a career overview presentation that highlights areas of responsibility and experience to support your case. This is not a requirement, but it will be necessary to present documentary evidence to support your application.

You will be questioned in depth to confirm your knowledge and involvement and will be assessed not only on your technical background, but also on your communication skills and your ability to respond and explain answers clearly and concisely.

Structure your responses in the first person and use “I” opposed to “we” or “team”.

Registration requires breadth of experience and the ability to transfer capability from one area of work to another; therefore it is recommended that you are able to present a suitable range of work.

The interviewers will complete an assessment sheet and a report containing a recommendation that reflects their professional judgement as to whether your competency and commitment as required in the UK-SPEC has been satisfactorily demonstrated.

Note that you will not be informed of the outcome of the interview during or immediately after the PRI.

**AFTER THE PRI**

The interviewers will complete their report, which will then be presented to the Membership Committee for consideration and who will make the final decision on whether to confirm the interviewers’ recommendation.

You will then be informed of the outcome via email as soon as practicable.

If successful, Engineering Council will be informed of your application and will issue you with a welcome pack, including a registration certificate, and you will formally be able to use your new post nominal letters. If you have not received your welcome pack within four weeks of notification, please contact us.

If unsuccessful, we will write to you and explain the reason for this decision, including any recommendations and advice from the PRI interviewers. You will be guided on how to resubmit your application at a later date.

IPowerE has an appeals process where candidates who are not satisfied with the outcome may appeal. More information can be obtained from IPowerE on request.