**INCORPORATED**

**ENGINEER**

**APPLICATION**

**INCORPORATED ENGINEERS**

Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation.

Incorporated Engineers are able to demonstrate:

* The theoretical knowledge to solve problems in developed technologies using well proven analytical techniques
* Successful application of their knowledge to deliver engineering projects or services using established technologies and Methods
* Responsibility for project and financial planning and management together with some responsibility for leading and developing other professional staff
* Effective interpersonal skills in communicating technical matters
* Commitment to professional engineering values.

**APPLY NOW**

Use this form to apply to become an Engineering Council registered Incorporated 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 an Incorporated 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-specc**](http://www.engc.org.uk/standards-guidance/standards/uk-specc)

**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.ipower.org**](http://www.ipower.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: |  |

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

|  |  |
| --- | --- |
| 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**

**Incorporated Engineers** must be competent throughout their working life, by virtue of 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 to the application of technology in engineering practice.**

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 learning. Learn new engineering theories and techniques in the workplace, at seminars, etc. Broaden your knowledge of engineering codes, standards and specifications.

Enter your text here

**A2. Use a sound evidence-based approach to problem-solving and contribute to continuous improvement.**

This could include an ability to:

* Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services
* Contribute to the evaluation and development of continuous improvement systems
* Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action.

**Example:**

Manage/contribute to market research, and product and process research and development. Involvement with cross disciplinary working. Conduct statistically sound appraisal of data. Use evidence from best practice to improve effectiveness. Apply root cause analysis.

Enter your text here

**B. Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission and re-cycle engineering processes, systems, services and products.**

**B1. Identify, review and select techniques, procedures and methods to undertake engineering tasks.**

This could include an ability to:

* Establish users’ requirements for improvement
* Select a review methodology
* Fully exploit and implement current technology
* Review the potential for enhancing engineering practices, products, processes, systems and services, using evidence

from best practice

* Establish an action plan to implement the results of the review.

**Example:**

Contribute to the marketing of and tendering for new engineering products, processes and systems. Contribute to the specification and procurement of new engineering products, processes and systems. Develop decommissioning processes. Set targets, and draft programmes and action plans. Schedule activities.

Enter your text here

**B2. Contribute to the design and development of engineering solutions.**

This could include an ability to:

* Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services
* Identify operational risks and evaluate possible engineering solutions, taking account of cost, quality, safety, reliability, appearance, fitness for purpose, security, intellectual property (IP) constraints and opportunities, and environmental impact
* Collect and analyse results
* Carry out necessary tests.

**Example:**

Contribute to theoretical and applied research. Manage/contribute to value engineering and whole life costing. Work in design teams. Draft specifications. Find and evaluate information from a variety of sources, including online. Develop and test options. Identify resources and costs of options. Produce detailed designs. Be aware of IP constraints and opportunities.

Enter your text here

**B3. Implement design solutions and contribute to their evaluation.**

This could include an ability to:

* Secure the resources required for implementation
* Implement design solutions, taking account of critical constraints, including due concern for safety and sustainability
* Identify problems during implementation and take corrective action
* Contribute to recommendations for improvement and actively learn from feedback on results.

**Example:**

Follow the design process through into product manufacture. Operate and maintain processes, systems etc. Contribute to reports on the evaluation of the effectiveness of the designs, including risk, safety and life cycle considerations. Contribute to product improvement. Interpret and analyse performance. Contribute to determining critical success factors.

Enter your text here

**C. Provide technical and commercial management.**

**C1. Plan for effective project implementation**

This could include an ability to:

* Identify factors affecting the project implementation
* Carry out holistic and systematic risk identification, assessment and management
* Prepare and agree implementation plans and method statements
* Secure the necessary resources and confirm roles in project team
* Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc).

**Example:**

Manage/contribute to project planning activities. Produce and implement procurement plans. Contribute to project risk assessments. Collaborate with key stakeholders. Plan programmes and delivery of tasks. Identify resources and costs. Prepare and agree contracts/work orders.

Enter your text here

**C2. Manage tasks, people and resources to plan and budget.**

This could include an ability to:

* Operate appropriate management systems
* Work to the agreed quality standards, programme and budget, within legal and statutory requirements
* Manage work teams, coordinating project activities
* Identify variations from quality standards, programme and budgets, and take corrective action
* Evaluate performance and recommend improvements.

**Example:**

Manage/contribute to project operations. Manage the balance between quality, cost and time. Manage contingency processes. Contribute to the management of project funding, payments and recovery. Satisfy legal and statutory obligations. Manage tasks within identified financial, commercial and regulatory constraints.

Enter your text here

**C3. Manage 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
* Manage 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. Manage continuous quality improvement.**

This could include an ability to:

* Ensure the application of quality management principles by team members and colleagues
* Manage operations to maintain quality standards
* Evaluate projects and make recommendations for improvement.

**Example:**

Promote quality. Manage/contribute to best practice methods of continuous improvement, eg ISO 9000, EFQM, balanced scorecard. Carry out/contribute to 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:

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

**Example:**

Reports, letters, emails, drawings, specifications and working papers (eg 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 appropriate presentations
* Manage debates with audiences
* Feed the results back to improve the proposals
* Contribute to 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 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. Contribute to 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
* Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation.

**Example:**

Contribute to the affairs of your institution. Work with a variety of conditions of contract.

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 for health, safety and welfare issues
* Manage systems that 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. Deliver 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
* Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives
* Understand and encourage stakeholder involvement in sustainable development
* Use resources efficiently and effectively.

**Example:**

Carry out/contribute to environmental impact assessments. Carry out/contribute to environmental risk assessments. Manage best practice environmental management systems, eg ISO 14000. Manage best practice risk management systems eg ISO 31000. Work within environmental legislation. Adopt sustainable practices. Contribute to social, economic and environmental outcomes.

Enter your text here

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

* 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 Incorporated 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 Incorporated 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 Incorporated Engineer |

|  |  |
| --- | --- |
|  | IEng 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 an Incorporated 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.