Guidance for Applicants preparing for and attending their professional registration interview

The Institution of Engineering and Technology
Futures Place
Kings Way
Stevenage
SG1 2UA

Guidance for Applicants preparing for and attending their professional registration interview

1. Why we have these Guidelines

1.1. To provide support to applicants preparing for their professional registration interview

2. Who these Guidelines relate to

2.1. Applicants attending a professional registration interview

3. Guidelines

3.1. The IET is required by the Engineering Council (EngC) to interview all Chartered Engineer (CEng) and Incorporated Engineer (IEng) applicants for professional registration. The interview is conducted by two registrants (normally both members of the IET) who are trained for this purpose. At least one of the interviewers will be from the same engineering or technology discipline as you.

3.2. As part of the IET and Engineering Council's quality assurance, and for training purposes, one or more observers may occasionally be present at an interview.

3.3. Prior to the Interview, to help you develop your application, you should have downloaded the current version of UK-SPEC from the Engineering Council website and used it to self-assess your competence against the requirements.

4. Format of the interview

4.1. Whilst there is a need to be flexible in the structure of the interview, the format of the interview is normally as follows:

- Introductions
- Presentation from Applicant (lasting no more than 15 mins)
- Q&A Session
- Opportunity for final evidence
- Conclusion

4.2. The interview will be conducted in English (or Welsh under the provisions of the Welsh language Act).

5. Assessment

5.1. The purpose of the interview is to confirm that you have demonstrated the overall level of competence in all the competence and commitment areas expected of a professional engineer, as set out in UK-SPEC. Please refer to UK-SPEC v4 to refresh your knowledge of the competences.

5.2. The interviewers will generally use the presentation and your career history as described in your application form as an agenda for the interview, and will encourage you to talk about your experience, drawing out evidence of competence during the discussion.

5.3. The interviewers will map the evidence gained during the general discussion to the competence and commitment requirements for Registration. They will give you the opportunity to expand on the information in your presentation and application and clarify any points. They will also give you the opportunity to demonstrate your commitment to the profession, for example, through your promotion of engineering or technology to a wider engineering community.

5.4. The purpose of the presentation is to enable you to highlight, at the beginning of the interview, specific aspects of your work which you consider demonstrate the technical competences required, particularly competence A and B. The presentation will also aid the interviewers in their assessment of your evidence relating to competence D; however, it will only form a small part of the overall assessment as the interviewers will explore your full evidence during the remainder of the interview.

5.5. During the interview you should be prepared to explain your personal responsibility for the technical content of your work as the interviewers will probe specific competence areas. Matters of a sensitive nature are unlikely to be an essential part of the interview and you will not be expected to divulge any material of a sensitive nature.

6. Presentation

6.1. The presentation is an opportunity for you to provide details about one or two projects that demonstrate the competences for A and B. It also helps to demonstrate your interpersonal and presentation skills (competence D)

6.2. The presentation format is your choice and may involve one of the following:

- A presentation using an application such as PowerPoint (which is the preferred method)
- A paper-based presentation
- An oral presentation

6.3. Whichever method you choose, your presentation should take no more than 15 minutes. The interviewers will ask if you wish to have questions during the presentation or at the end of your presentation.

6.4. If you choose to have questions during the interview, the interviewers will allow extra time for this. Otherwise, you should expect the interviewers to halt your interview presentation after 15 Minutes

6.5. If you choose to give a PowerPoint presentation, this should be no more than 5-7 slides. If you are using either the oral presentation or a paper-based presentation, you should ensure you provide the details outlined below.

6.6. Please provide a slide with a brief personal introduction outlining the following:

- your current role (2-3 lines maximum)
- What you are responsible for - what you are required to achieve in your role

6.7. Please provide 1-2 slides on **Competence A** referring to UK-SPEC

- Explain how you maintain/extend your knowledge and work on creative/innovative development and / or have accountability for complex systems or significant levels of risk
- Refer to 1-2 projects
    - Tell Your Engineering Story[1]
    - Use the "STAR" (Situation, Task, Action, Result) technique to highlight how this competence is addressed
    - Be specific and clear on your personal role and responsibility
    - Use words and /or pictures that make your presentation clear

6.8. Please provide 1-2 slides on **Competence B** referring to UK-SPEC

- Apply your engineering knowledge to analyse and solve engineering problems
    - How potential projects/opportunities have been identified
    - Use appropriate research to identify and solve problems
    - Manage implementation of solutions and evaluate effectiveness

- Tell your "Engineering Story" referring to 1-2 projects or pieces of work
    - Use STAR (Situation, Task, Action, Results) to highlight how this competence is addressed
    - Be clear on your personal role/responsibility
    - Use words and/or pictures that make your presentation clear

6.9. In your conclusion, please either:

- Use 3-5 lines summarizing the project and your personal achievements
- Include relevant diagrams/pictures, however, only use these if they add to your presentation

6.10. The use of 5 slides, in addition to the introductory personal slide, is preferred, please do not use more than 7 slides. The interviewers may not allow you to present more than 7 slides and this may affect the assessment of your Competence D

[1] Your Professional Registration Advisor (PRA) may have shared this document with you. If you would like a copy, you can request this from RSSU@theiet.org

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7. Preparation

7.1. The best way to prepare for the interview is to review your application form and decide which experiences best demonstrate the required range of competences. Wherever possible, present your case in the first person, singular. Even though most people work as members of a team, it is **your competence** that is being assessed so avoid being over-modest.

7.2. You should be prepared to answer questions on each of the 5 competence and commitment areas of UK-SPEC as each of the 17 sub- competences/commitment areas will be covered, in one way or another. You must be prepared to answer questions on how you demonstrate your professional attitude, as described in Competence/Commitment E "*Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment*". We recognise that not all applicants will have concrete examples of "*E5 – Exercise responsibilities in an ethical manner*", but you should be able to demonstrate your understanding of and commitment to the four fundamental principles which are:

a) Accuracy and rigour
b) Honesty and Integrity
c) Respect for life, law, the environment and the public good
d) Responsible leadership; listening and informing.

More detail can be found in the Engineering Council's "*Statement of Ethical Principles*": https://www.engc.org.uk/media/2337/statement-of-ethical-principles-2014.pdf

7.3. Read the UK-SPEC document available from the Engineering Council website. As well as explaining all the competences and an outline of the Ethical Principles just mentioned, you will also find guidance on Institutional codes of conduct, risk, sustainability and CPD.. You may be asked questions about how any of these relate to you in your role. The rules of conduct specifically for the IET are available here or at http://www.theiet.org/about/governance/rules- conduct/index.cfm. You should be able to demonstrate compliance with a code of Professional Conduct such as your Licensee's Rules of Professional Conduct or a code of Conduct within your work environment.

8. What to bring to your interview

8.1. It is not a mandatory requirement to send your presentation to the IET interview team before your interview, however, it may be useful in the event you cannot share your screen on the day. In addition, the interviewers may find it useful when preparing for you interview . Please forward to profreginterview@theiet.org. two to three days before your interview however, you may do so if you wish by sending this through to profreginterview@theiet.org

8.2. Please note, if you do send in your presentation, it should be submitted in PDF format.

You will, however, be able to present your presentation in PowerPoint on the day.

8.3. A copy of your completed application form to refer to during the interview.

8.4. If your interview is Face to Face, please have 1 paper copy of your presentation material available in case this is required.

8.5. If you feel they would help you to present your case, you may also wish to bring your Portfolio of Evidence and/or any other supporting papers relating to your work,

8.6. Please ensure that you have a copy of your Photo identification to hand to present to the interviewers on the day of your interview, whether you are attending in person or virtually. The following forms of identification are acceptable:

- A valid passport
- A valid Government issued National Identity Card
- A valid driving license with photo.

9. Professional Review interview Video

9.1. Please watch this short Professional Review Interview video which will give you an insight into the process and what to expect from your professional review interview.

10. What happens after the interview

10.1. The interviewers will explain the next steps in the assessment process. They will not indicate the result of the interview to you on the day of your interview.

10.2. After the interview, a report form will be completed by the interviewers and submitted with your application to a final assessment registration panel, which will make a decision on your eligibility for registration.

10.3. Representatives of the registration panels are drawn from the relevant sector of the engineering profession. They review all the evidence relating to your current position and professional experience, as well as the recommendations made by the interviewers.

10.4. You will be notified of the Registration Panel's decision by email and letter as soon as a decision has been reached.

10.5. If unsuccessful, your letter will detail the reasons and also provide guidance on how to address these in a future application.

11. What happens if you do not follow these Guidelines

11.1. If you do not follow these guidelines, the risk is that you will not be sufficiently prepared for your interview

12. Queries and Comments

12.1. If you have any queries regarding how these guidelines work in practice, or comments or suggestions as to how it could be improved, please contact Standards and Quality Manager

Appendix

Control Sheet

Guidelines

Sponsor:	Registration Group
Document reviewer:	Katrina Skarsten
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Next review date:	**1 July 2023**

Review/change history

Date of Review/Change	Summary of changes	Version no.
Date	Amendments	Version
21/01/2013	Initial document creation	1
15/07/2016	Introduced document control	1.1
27/10/2016	Updated title of document from “Guidance of Applicants” to “Guidance for Applicants ” in header and document. Changed ‘verbal’ to ‘oral’ within the document	1.2
21/11/2016	Section 2.1 - Change to PRI bullet points to ensure timings are clear	1.3
13/02/2018	Updated to show DAP will be assessed at Interview	1.4
21/03/2019	Updated logo	1.5
17/09/19	Updated details on presentation	1.6
27/09/19	Removed reference to DAP as this is required before pre-PRI assessment	1.7
04/02/20	Final type, minor corrections, etc	1.8
14/06/21	Updated to reflect the new UK-SPEC version 4	1.9
01/09/2022	Updated section 8	2
29/09/2022	Updated the links and included that it is not mandatory to send in a copy of the presentation	3
08/12/2022	Updated 8.1 and 8.6 and removed 6.2	4