Guidance Notes for Applicants applying for IEng/CEng Professional Registration

1. Why we have these Guidelines

1.1. To support the applicant in applying for professional Registration and how best to complete the Career Manager or paper application form.

2. Who these Guidelines relate to

2.1. Applicants applying for either IEng or CEng

3. Guidelines

3.1. The IET is licensed by the Engineering Council to award the professional engineering qualifications as defined in the UK Standards for Professional Engineering Competence (UK-SPEC). A copy of the UK-SPEC can be found on the Engineering Council website www.engc.org.uk/ukspec

3.2. Applicants will be assessed against the UK-SPEC competence and commitment requirements. Please make sure that you are fully aware of these requirements before you submit your application.

3.3. Applicants should seek advice from a (International) Professional Registration Adviser ((I)PRA) prior to submitting their application form. The (I)PRA will be able to discuss the application form in further detail and provide support in presenting the evidence in the best possible way. They will also be able to advise on the presentation aspects of the application.

3.4. (I)PRAs can be found on the IET website at www.theiet.org/advice

3.5. Applicants are encouraged to complete their application form on Career Manager. You can access Career Manager though this link here. For those unable to use Career Manager, please go to our website and request an application form through this link here. Please note, completed paper applications should be no more than 12 pages in total with the career history section comprising no more than 4-5 pages. Applications longer than 12 pages will be returned by IET staff for resubmission.

3.6. Applicants applying through Career Manager, should ensure that their career history section is limited to the equivalent of 4-5 pages of printed text.

3.7. You may want to include a Development Action Plan (DAP) with your application; however, this is not mandatory. Details on how to submit a DAP can be found on the DAP guidance document. Should you want to submit one, it should be submitted as a separate document along with your paper application or uploaded into Career Manager

4. Your paper Application

4.1. Section A – Your details

Please ensure that you provide your name in the correct format in this section as all correspondence, including the professional registration certificate, will follow in this format. Your certificate will reflect the name and format you have stated on your application form, should you be successful.
When stating your preferred interview location, please be aware, that we are also provide video conferencing.

If you have consulted a (I)PRA and they have recommended that you submit your application, please provide their name on the application form.

4.2. Section B – Current Employment

Please complete the details of your current employer and contact details at work if relevant. Please also indicate your preferred contact details e.g. home or business.

4.3. Section C – Your Expertise

Please select one of the following areas of Expertise and insert the relevant number into the space on the application form:

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<tr>
<th></th>
<th>Acoustic Engineering</th>
<th>14</th>
<th>Design, Manufacture and Production</th>
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<tr>
<td>2</td>
<td>Aerospace</td>
<td>15</td>
<td>Industrial Design &amp; Technology Development</td>
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<td>3</td>
<td>Agricultural &amp; Forestry</td>
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<td>Electrical Plant &amp; Machines</td>
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<td>4</td>
<td>Armed Forces, Policing, Emergency &amp; Security Services</td>
<td>17</td>
<td>Electrical Power Generation Transmission &amp; Distribution</td>
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<td>Automated Manufacturing</td>
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<td>Automotive Engineering</td>
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<td>Engineering Management Consultancy</td>
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<td>7</td>
<td>Broadcast Engineering</td>
<td>20</td>
<td>Finance/Banking/Insurance</td>
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<td>8</td>
<td>Built Environment</td>
<td>21</td>
<td>Further Education &amp; Employee Technical Development</td>
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<td>9</td>
<td>Building Construction / Civil Engineering</td>
<td>22</td>
<td>ICT Enterprise Solutions</td>
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<td>Building Services Engineering</td>
<td>23</td>
<td>Information &amp; Communication</td>
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<td>11</td>
<td>Computing Software and Systems</td>
<td>24</td>
<td>Marine</td>
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<td>12</td>
<td>Consumer Products</td>
<td>25</td>
<td>Mechanical</td>
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<tr>
<td>13</td>
<td>Defence Equipment &amp; Infrastructure Provision/Maintenance</td>
<td>26</td>
<td>Medical &amp; Care</td>
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<td>27</td>
<td>Mining, Quarrying, Cement &amp; Ceramic production</td>
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<td>Petrochemical, Nuclear Fuel, Oil, Gas &amp; Other Chemicals</td>
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<td>Pharmaceutical, Food &amp; Drink Processing</td>
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<td>Pipeline Engineering</td>
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<td>Railways</td>
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<td>Research and Higher Education Software</td>
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<td>Structural Engineering Systems</td>
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<td>Telecommunications</td>
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<td>36</td>
<td>Transportation &amp; Logistics</td>
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<td>37</td>
<td>Water &amp; Environmental Management</td>
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Select a maximum of **three** from the list of **Specialisms** below that are most relevant to your work and insert the relevant numbers into the spaces on the application form:

| 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 | 52 | 53 | 54 | 55 | 56 | 57 | 58 | 59 | 60 | 61 | 62 | 63 | 64 | 65 | 66 |
|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|----|
| 67 | 68 | 69 | 70 | 71 | 72 | 73 | 74 | 75 | 76 | 77 | 78 | 79 | 80 | 81 | 82 | 83 | 84 | 85 | 86 | 87 | 88 | 89 | 90 | 91 | 92 | 93 | 94 | 95 | 96 | 97 | 98 | 99 | 100 | 101 | 102 | 103 | 104 | 105 | 106 | 107 | 108 | 109 | 110 | 111 | 112 | 113 | 114 | 115 | 116 | 117 | 118 |
4.4. **Section D - Membership**

You must be a member of the IET before you apply for professional registration. You can become a member of the IET at [www.theiet.org/join](http://www.theiet.org/join)

Once a member, or if already a member, please provide your membership number in the space provided.

4.5. **Section E – Registration**

Please select the registration category you are applying for, either IEng or CEng.

4.6. **Section F - Education**

Please detail your further or higher academic qualifications, and please indicate the mode of study e.g. Full time / Part time / other.

You must provide copies of all your further or higher education certificates and transcripts (for those who completed their degree after 2013) with your application.

Please also provide information on any formally assessed work-based learning.

4.7. **Section G – Professional Development or Training Schemes (if applicable)**

Please provide details of any formal or structured training or details of the Professional Development Scheme you have completed. This could include any Apprenticeship scheme you have completed, Cisco or Microsoft certification etc.

If your scheme is accredited by the IET, please provide the scheme number. A list of Employer Professional Development schemes can be found at: [www.theiet.org/business/accreditation/](http://www.theiet.org/business/accreditation/)

If your scheme was accredited by another institution, please provide the name of the institution and the scheme number if applicable.

4.8. **Section H – Professional Services, Papers, Presentations etc**

In this section, please include any or all of the following:

- Any reports, patents and papers published in your name
- Please do not provide more than 1 sheet of A4 if you work in academia or research
- Any significant technical reports you have written (or co-authored) during your career demonstrating your technical ability
- Any services to the community such as committees including any IET ones, school governor, schools’ liaison Officer or similar activities to raise the profile of engineering and technology.
4.9. **Section I – Accountability Diagram**

Please provide an up-to-date accountability diagram. Please note, an accountability diagram is not necessarily an organization chart.

If any of the individuals in your diagram are registered members of the IET or similar, note their category of membership and registration.

Make sure that you clearly indicate your post in the accountability diagram with an arrow.

If you have recently, or within the last three years, changed your job, you must include a diagram of your previous post in a separate A4 sheet clearly showing the dates of when this relates to.

If you work within a Matrix organisation, please illustrate that clearly.

You must not use colour, shading or pictures in your diagram.

4.10. **Section J – Career History**

This section is your chance to showcase your knowledge and experience and how you can demonstrate the required competences and commitment requirements for the intended category of Registration. It is therefore important to present your evidence carefully, clearly, and concisely. For each post, please supply the following details:

- Start and End Dates
- Name/place of employment and Job title
- Your main responsibilities
- Your achievements within this post

Arrange your experience in chronological order, starting with your earliest post. Descriptions of earlier career stages and roles may be shorter with more recent roles being described in more detail.

You may want to think about presenting your evidence using the STAR principle (Situation, Task(s), Actions and Results). Candidates are encouraged to use the assessment summary report feature within career manager to prepare their evidence and include this with their paper application.

You should aim to indicate your role/responsibilities in each post and explain your achievements in those projects/pieces of work and keep it personal. The assessors are interested in what you did, not what the team did.
Use terms such as I led, designed, built, negotiated, presented, implemented, achieved amongst others, avoiding jargon and unexplained abbreviations.

Give an extended description of your current role, or the role that demonstrates your current competence giving details of your responsibilities together with any relevant metrics. Detail the results of the work undertaken, including the kind of personal learning you gained from the experience and any lessons learned.

Remember that you are detailing how you demonstrate the competences so refer back to UK-SPEC to ensure you show evidence for each of the competences and commitment sections.

Provide details of the projects and tasks for which you have had direct responsibility and what that responsibility entailed.

If you do not have the required academic qualifications to meet the Education Requirements, you will need to demonstrate how you have gained the Knowledge and Understanding appropriate for the level of registration for which you are applying. This can be through work-based learning, short courses, in employment training or company schemes, Vendor or other training and certification and experiential learning.

It is important to tell your engineering story detailing as much of your experience in relation to the competences and commitment again in the UK-SPEC.

The assessors will be looking to identify there is sufficient evidence within your career history and will be concentrating on:

- How you made technical/engineering decisions
- How you presented technical information
- How you undertook technical investigations, how you gathered and explained the data, and ensured the quality of that data. Candidates should describe any challenges encountered and how they personally addressed these to reach solutions.
- How you justified the technical/engineering decisions you made
- What was the outcome and how technological changes may have affected your methods or decisions.

Remember, your application form will be used as an agenda for the Professional Registration interview, therefore it is in your best interest to give a full, clear, and concise summary of your experience.

4.11. Section K – Declaration

Remember to sign and date the declaration, confirming the information is true to the best of your knowledge.

4.12. Section L – Supporter’s details

It is a requirement for you to provide details of a Supporter who has detailed knowledge of your work so that they can verify the information in your application form. Ideally, this supporter will be registered but this is not a mandatory requirement.

Your supporter should know you professionally, with direct knowledge of your role and responsibilities. You are required to detail your relationship with your supporter.
It is preferred, but not mandatory, for you to provide an additional supporter who is a registered engineer, either with the Engineering Council, or an international equivalent. This person would be a Member, or Fellow of the IET or another Professional Engineering Institute (PEI).

The third supporter is optional, but may be required to, for example, verify periods of your employment if relevant.

You will need to provide your supporters with the Supporter reference forms for them to complete. **PLEASE NOTE**: we will not be able to process your application until we are in receipt of your supporter form.

### 4.13. Development Action Plan (DAP)

You may wish to submit a Development Action Plan (DAP) as a separate document; however, this is not a mandatory requirement.

Further support on how to complete your DAP can be found in the guidance documents on our website.

### 4.14. Additional information

The information you provide will be used to carry out a review of your application. You may be asked to provide further information about your work experience to successfully demonstrate the competences set out in UK-SPEC. The IET staff will contact you detailing the further information required, including any guidance to support you in providing the requested information, should that be applicable.

### 4.15. Fee for Professional Registration

You will be required to pay a non-refundable application fee for Professional Registration. This fee needs to be paid within 7 days of your submission for the application process to begin. A delay in payment will result in a delay in processing your application.

Successful applicants are also required to pay an entrance fee which is collected by the IET on behalf of the Engineering Council. On receipt of this payment your details will be sent to the Engineering Council for inclusion on their register. Only once the Engineering Council had added your details to the register can you use your professional registration designatory letters.
5. **What happens if you do not follow these guidelines**

5.1. If you do not follow these guidelines, there is a risk of a delay in processing your application as we may be required to ask for further information.

6. **Queries and Comments**

6.1. 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 Professional Registration team at profreg@theiet.org.
Appendix

Control Sheet

Guidelines

Sponsor: Katrina Skarsten
Document reviewer: Karen Allen
Document adopted on: 1 June 2021
Next review date: 1 June 2023

Review/change history

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<th>Date of Review/Change</th>
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<td>June 2021</td>
<td>To incorporate the UK-SPEC 4 requirements</td>
<td>20</td>
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<tr>
<td>September 2021</td>
<td>Final updates and spelling checks</td>
<td>21</td>
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<tr>
<td>July 2022</td>
<td>Updated address and section 4.1, 4.12 and 4.13</td>
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