

A guide to technician professional registration for universities

Forward thinking





Technician professional registration **delivers** for your institution

An industrial placement year is one of the most effective ways for your students to hone their skills, apply their academic knowledge in a practical setting and gain real experience of what is required in the world of work.

It's clear that in an increasingly competitive environment for universities, the quality of your placements will help you to attract the brightest and most motivated students to your institution.

Technician professional registration through the IET builds on the effectiveness and appeal of industry placements by enabling students to gain professional registration as an Engineering Technician (EngTech) and/or ICT Technician (ICT *Tech*) following completion of their year in industry.

Gaining an internationally recognised professional qualification before graduation delivers a considerable job hunting advantage and helps them to get the most from their studies by building the real skills that employers demand.

Delivered in partnership with the IET, a world leading professional organisation, technician professional registration for students provides:

- enhancement of student employability skills
- alignment of development against core competences
- outlined expectations of the employers in a simple document
- a benchmark against the criteria drawn up by the engineering and ICT profession
- industry relevant professional development to the highest quality.

It's very likely that you will only need to make small changes to your current programme, if any at all, in order to gain considerable benefits for you, your students and the employers with whom you work.

Technician professional registration for students – the process

Before beginning to work towards professional registration, students must become a member of a professional body, such as the IET. If you want to find out more about membership either via our university group schemes or individual student membership please telephone **+44 (0) 1438 765678** or visit **www.theiet.org/membership**.

Ahead of commencement of the placement year, your university should carry out an assessment of the work on offer to the students to ensure it will provide an appropriate level of professional practice.

The placement should offer students the opportunity to work on real projects which allows them to demonstrate how they have:

- identified the requirement, problem or process
- researched the requirement, problem or process
- developed possible practical solutions
- implemented the conceptual solution
- tested or evaluated the solution
- verified that the solution or improvement meets desired final specifications
- communicated the solution.

As soon as the placement is underway, the student can start compiling evidence of their knowledge and competence from their day-to-day work experience, drawing upon real-life examples and aligning their workplace practice to the Engineering Council Competence and Commitment Standards for EngTech and/or ICT *Tech*.

We recommend your students use IET Career Manager (our online development, recording and planning tool) to compile and submit their application for professional registration. Career Manager will enable your students to record and submit accurate and appropriate levels of detail for their application.

Completed student applications will be formally evaluated by an academic staff member as part of the assessment process. The responsible member of academic staff will be required to undertake free training by the IET and must also be professionally registered (as required by the Engineering Council) in order to assess the application and placement evidence.

In order to ensure full impartiality the nominated university supporter and the academic assessor should be different.

Note: Should the university not be in a position to provide a professionally registered academic member of staff to formally assess student applications, applications will be processed through the standard application process which may take longer. In this case, students will also be required to provide two supporters, the first from their employer, such as their line manager and the second from the university, such as their university placement advisor or tutor.



“ Placement students who are successful with their technician professional registration are better placed to prove their skills and abilities to future employers. ”

Emily Parry

Employability and Enterprise Manager
Student Placement and Employability Centre (SPEC)
University of Portsmouth

Professional registration application requirements

Your students will be responsible for completing their application and for the production of evidence relating to their application. They will be required to submit the following information:

- 'current employment' details of the industrial placement
- 'education' details clearly stating title of degree course and university details; the end date should be the year they are due to complete their degree
- completed 'professional development or training schemes' with any additional skills undertaken during the placement year
- completed 'career history' with a summary of all jobs including summer jobs and any additional career development contribution
- 2 examples of detailed technical engineering or ICT (depending on their specialism) projects from their placement year illustrating the professional practice detailed above. Evidence should be extracted from their placement diary and written into the application form (focusing on their personal input into the task/project). It should be obvious to the IET assessor what they have been involved in and show integrity during the placement. If applying for dual registration (ICT *Tech* and EngTech), they must have clear evidence of meeting both competence standards, providing one example of each ICT *Tech* and EngTech
- 'knowledge and skills' details referencing resources and material to support their continued development
- if the university has provided a member of academic staff to assess the applications then the student will be required to provide one completed 'supporter' details and signatures from their placement employer, such as their line manager. If the university has not nominated an academic assessor the student will be required to provide two supporters; the first one from their placement employer and the second from the university such as a lecturer
- completed student signature
- one or two completed, personalised reference forms recording performance highlights or areas of particular note by their supporter(s) (as noted above).

Placement diaries and project reports completed by the students will be reviewed by the academic assessor and may be requested by the IET as part of the assessment process, if the application does not present enough information and further technical evidence is required.

Registrants have a professional obligation to maintain their competence and to keep a record of their professional development during and beyond their industrial placement. We recommend that students continue to use IET Career Manager to record and manage ongoing professional development requirements. One of the many benefits of this tool is the ability for members to access their career history and development record wherever they move to in the future, making it a useful tool for life.

Steps for understanding the process and submitting the applications:

1. register your interest with the Academic Account Manager:
email: academic-partners@theiet.org
2. hold a webinar/meeting to review the current placement structure
3. make any small tweaks to the current placement practices
4. present to the students prior to placement
5. industry year undertaken
6. present to the students post placement (optional)
7. draft application (optional)
8. advice and guidance from an IET Professional Registration Advisor (optional)
9. changes and amendments by students (optional)
10. final submissions.

Steps for the academic assessor:

Once the academic assessor has completed IET training and the student has completed their application for professional registration assessment, the assessor will need to:

1. review the application. If the student has applied via Career Manager, the student will send you a PDF of their application form to be reviewed
2. review the progress that the student has made, referring to the student placement diaries and project reports, and consider the two projects detailed in line with the competence statements (this will be covered in the training provided by the IET)
3. complete an IET 'Application Review Sheet' and send back to the IET for each student.

Please note: This process is not part of the advice and guidance cycle but is part of the IET audited professional registration process.

Covering the cost

Who should pay?

There are three options:

1. the university pays – illustrating your commitment to students beyond the degree programme and enhancing their employability
2. the student pays – indicating their commitment to professionalism
3. the employer pays – demonstrating their investment in the student and the university.

For each of the scenarios the IET is able to create a supporting letter to explain to the student and employer what professional registration means and how to support it.

How much does it cost?

Please refer to the separate insert for up-to-date fee information.

University group membership schemes

Students must be a member of the IET in order to achieve technician professional registration following completion of their work placement year. For universities looking to take option 1 above, the IET has established a group payment scheme to enable educational institutions to pay for student membership and professional registration which includes the Engineering Council entrance fee.

The group scheme pays for five or more students' professional fees by a single invoice, providing greater control over your payment interactions with the IET. You may operate more than one group payment scheme depending on budget controls. For example, there may be several departments within the Faculty of Engineering and Technology. Group schemes can be fixed term (1 year) or duration of course for students.

How is group payment made?

- prior to receiving your completed applications, your finance department issues the IET with a purchase order for the anticipated maximum value
- the IET scheme co-ordinator sets up group scheme and allocates a unique scheme code
- you submit application forms to the IET.

How is payment made for an individual or less than five students?

- online by debit card, credit card or PayPal via MyIET (login required)
- telephone, on receipt of application you will be contacted to take payment by either personal or business debit card or credit card
- cheque, made payable to “The Institution of Engineering and Technology”.

Technician professional registration is a progressive route to other professional registration qualifications and benefits your students, their employers, the wider industry and your university. Get in touch today to make it happen.



Student placement checklist

The following is a suggested programme for the organisation of an undergraduate placement year that could lead to the professional registration qualifications of EngTech and/or ICTech proposing what should be completed by the end of each period.

The programme does not suggest the type or level of work that should be completed during a placement; for such detail please refer to the EngTech and ICTech Competence and Commitment Standards which are part of the pack.

Induction

Organisation/reporting structure	<input type="checkbox"/>
Role description	<input type="checkbox"/>
Product/service introduction	<input type="checkbox"/>
Company handbook (including health and safety and code of conduct)	<input type="checkbox"/>

1st quarter

Define method of recording competence coverage*	<input type="checkbox"/>
Specialist training e.g. software applications, bespoke systems, health and safety, product knowledge	<input type="checkbox"/>
Company/organisation familiarisation and engagement	<input type="checkbox"/>
Plan work, including setting objectives and identify competence requirements	<input type="checkbox"/>
Competence review including identifying gaps **	<input type="checkbox"/>
Review of progress and competence	<input type="checkbox"/>
Line manager discussion and outline plan for next quarter	<input type="checkbox"/>

2nd quarter

Sign off of work record/diary by line manager	<input type="checkbox"/>
Competence review including identifying gaps **	<input type="checkbox"/>
Plan to address shortfall in knowledge and skills	<input type="checkbox"/>
Increase independence and responsibility of work	<input type="checkbox"/>
Review of progress and competence	<input type="checkbox"/>
Line manager discussion and outline plan for next quarter	<input type="checkbox"/>

3rd quarter

Sign off of work record/diary by line manager	<input type="checkbox"/>
Competence review including identifying gaps**	<input type="checkbox"/>
Plan to address shortfall in knowledge and skills	<input type="checkbox"/>
Increase independence and responsibility of work	<input type="checkbox"/>
Line manager discussion and outline plan for next quarter	<input type="checkbox"/>

4th quarter

Sign off of work record/diary by line manager	<input type="checkbox"/>
Competence review including identifying gaps **	<input type="checkbox"/>
Action plan to ensure competence coverage	<input type="checkbox"/>
Increase independence and greater personal responsibility of work	<input type="checkbox"/>
Final project/work reporting and presentation	<input type="checkbox"/>
Begin application for technician professional registration	<input type="checkbox"/>

Placement End

Review of year***	<input type="checkbox"/>
Choose suitable technical evidence***	<input type="checkbox"/>
Draft application for technician professional registration	<input type="checkbox"/>
Review application with an IET Professional Registration Advisor (optional)	<input type="checkbox"/>
Revise application	<input type="checkbox"/>
Application form signed by supporter(s)	<input type="checkbox"/>
IET supporter reference form completed and signed by line manager as part of final placement review	<input type="checkbox"/>
Submit application form, reference form(s) and payment form ****	<input type="checkbox"/>

* For example placement diary/progress log

** For example identifying what knowledge and skills required for you to complete the project.

*** We recommend that you review your year and technical evidence with your line manager and or your university supporter.

**** If university has nominated an academic assessor, send PDF of application form to the assessor



The Institution of
Engineering and Technology

IET Offices

London*

Savoy Place
2 Savoy Place
London
WC2R 0BL
United Kingdom
www.theiet.org

Stevenage

Michael Faraday House
Six Hills Way
Stevenage Herts
SG1 2AY
United Kingdom
T: +44 (0)1438 313311
F: +44 (0)1438 765526
E: postmaster@theiet.org
www.theiet.org

Beijing

Suite G/10F
China Merchants Tower
No.118 Jianguo Road
Chaoyang District
Beijing China
100022
T: +86 10 6566 4687
F: +86 10 6566 4647
E: china@theiet.org
www.theiet.org.cn

Hong Kong

4405-06 Cosco Tower
183 Queen's Road Central
Hong Kong
T: +852 2521 2140
F: +852 2778 1711

Bangalore

Unit No 405 & 406
4th Floor, West Wing
Raheja Towers
M. G. Road
Bangalore 560001
India
T: +91 80 4089 2222
E: india@theiet.in
www.theiet.in

New Jersey

379 Thornall Street
Edison NJ 08837
USA
T: +1 (732) 321 5575
F: +1 (732) 321 5702

IET Venues

IET London: Savoy Place*

London
T: +44 (0) 207 344 5479
www.ietvenues.co.uk/savoyplace

IET Birmingham: Austin Court

Birmingham
T: +44 (0)121 600 7500
www.ietvenues.co.uk/austincourt

IET Glasgow: Teacher Building

Glasgow
T: +44 (0)141 566 1871
www.ietvenues.co.uk/teacherbuilding
E4B14059/1000/1114

*Savoy Place will be closed for refurbishment from summer 2013 until autumn 2015. During this time IET's London home will be within the Institution of Mechanical Engineers building at:

1 Birdcage Walk
Westminster
London
SW1H 9JJ

If you are attending an event during this period, please check the venue details carefully.

www.theiet.org