A guide to technician professional registration for universities

Forward thinking

Making more of your industrial placement

www.theiet.org/student-technician
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 ICT Tech 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 ICT Tech Competence and Commitment Standards which are part of the pack.

## Induction
- Organisation/reporting structure
- Role description
- Product/service introduction
- Company handbook (including health and safety and code of conduct)

## 1st quarter
- Define method of recording competence coverage*
- Specialist training e.g. software applications, bespoke systems, health and safety, product knowledge
- Company/organisation familiarisation and engagement
- Plan work, including setting objectives and identify competence requirements
- Competence review including identifying gaps **
- Review of progress and competence
- Line manager discussion and outline plan for next quarter

## 2nd quarter
- Sign off of work record/diary by line manager
- Competence review including identifying gaps **
- Plan to address shortfall in knowledge and skills
- Increase independence and responsibility of work
- Review of progress and competence
- Line manager discussion and outline plan for next quarter
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<th><strong>3rd quarter</strong></th>
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<td>Sign off of work record/diary by line manager</td>
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<td>Competence review including identifying gaps**</td>
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<td>Plan to address shortfall in knowledge and skills</td>
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<td>Line manager discussion and outline plan for next quarter</td>
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<th><strong>4th quarter</strong></th>
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<td>Sign off of work record/diary by line manager</td>
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<td>Competence review including identifying gaps **</td>
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<td>Action plan to ensure competence coverage</td>
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<td>Increase independence and greater personal responsibility of work</td>
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<td>Final project/work reporting and presentation</td>
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<td>Begin application for technician professional registration</td>
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<th><strong>Placement End</strong></th>
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<tr>
<td>Review of year***</td>
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<td>Choose suitable technical evidence***</td>
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<td>Draft application for technician professional registration</td>
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<td>Review application with an IET Professional Registration Advisor (optional)</td>
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<td>Revise application</td>
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<td>Application form signed by supporter(s)</td>
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<td>IET supporter reference form completed and signed by line manager as part of final placement review</td>
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<td>Submit application form, reference form(s) and payment form ****</td>
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* 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

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