

# Abbey Wood Professional Registration Scheme



***Sarah Larkham***  
**IET MOD Account Manager**



# Be part of a world class organisation

## Inspire

- Educate & inspire youngsters reaching over 170,000 school children
- 2000 STEM ambassadors
- £1m of awards and prizes each year

## Inform

- World-class publications and knowledge resources
- Trusted source of Essential Engineering Intelligence®
- 5 key sectors - Built Environment, Design & Production, Energy, Transport and Information & Communications

## Influence

- Change opinion through thought leadership
- Networking opportunities
- Professional Home for Life®
- Support more engineers to achieve professional registration





# IET Sectors

## TRANSPORT



For future transport systems

## ENERGY



Powering tomorrow; from smart homes to megagrids

## PRODUCTION & DESIGN



Designing, developing, delivering;  
creating tomorrow

## BUILT ENVIRONMENT



Smart innovation for tomorrow's urban landscape

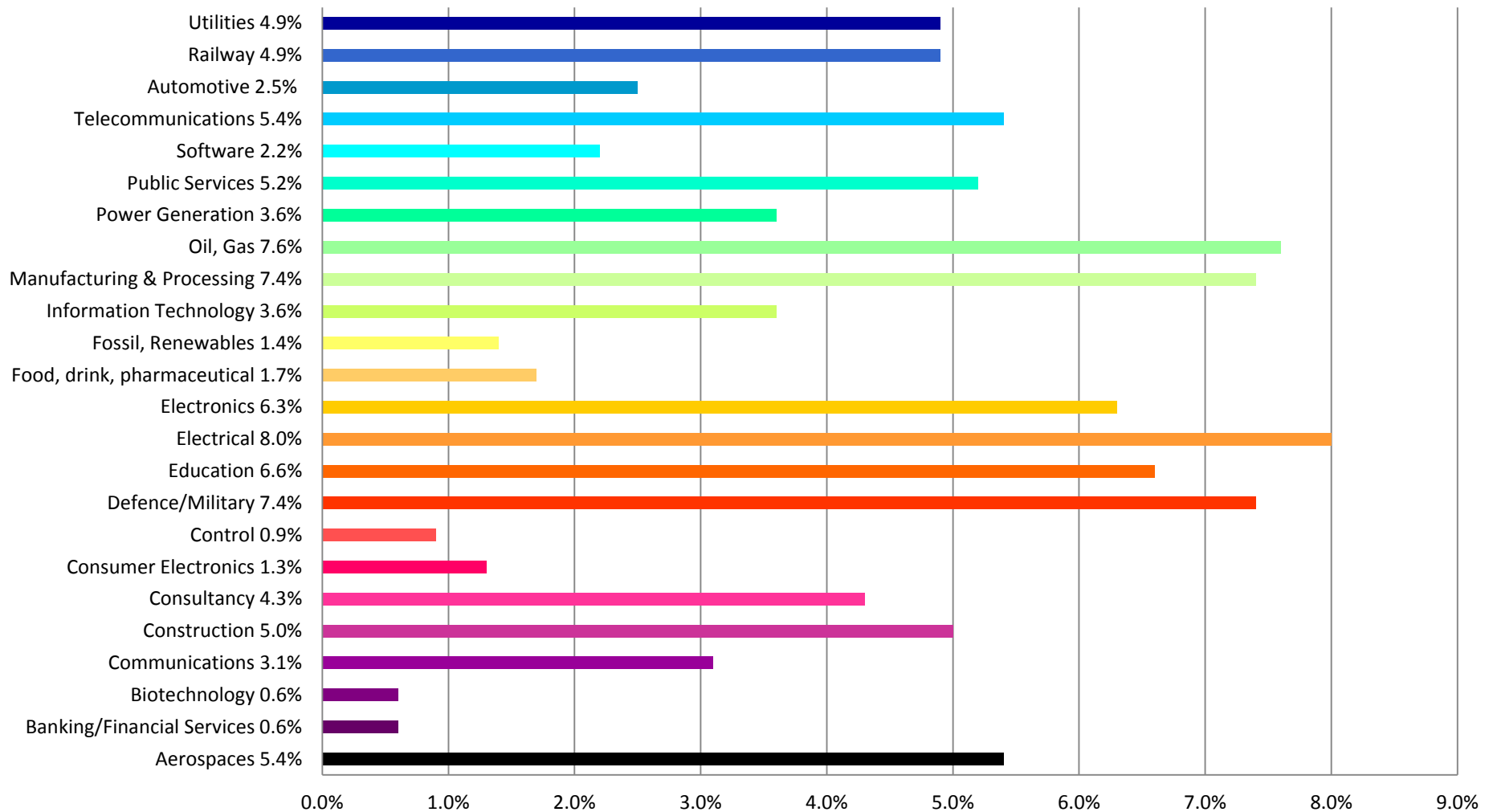
## INFORMATION & COMMUNICATION



Connecting tomorrow, digitally



# Membership segmentation





## Geographical location

North America 3.3% Circulation 4,950	Central America 0.0% Circulation 3	Europe 74.9% Circulation 112,350	Middle East 3.0% Circulation 4,500	Asia Pacific 6.2% Circulation 9,300
Caribbean 0.8% Circulation 1,200	South America 0.3% Circulation 450	Africa 3.9% Circulation 5,850	Asia 7.6% Circulation 11,400	



Members geographical location based on E&T magazine circulation



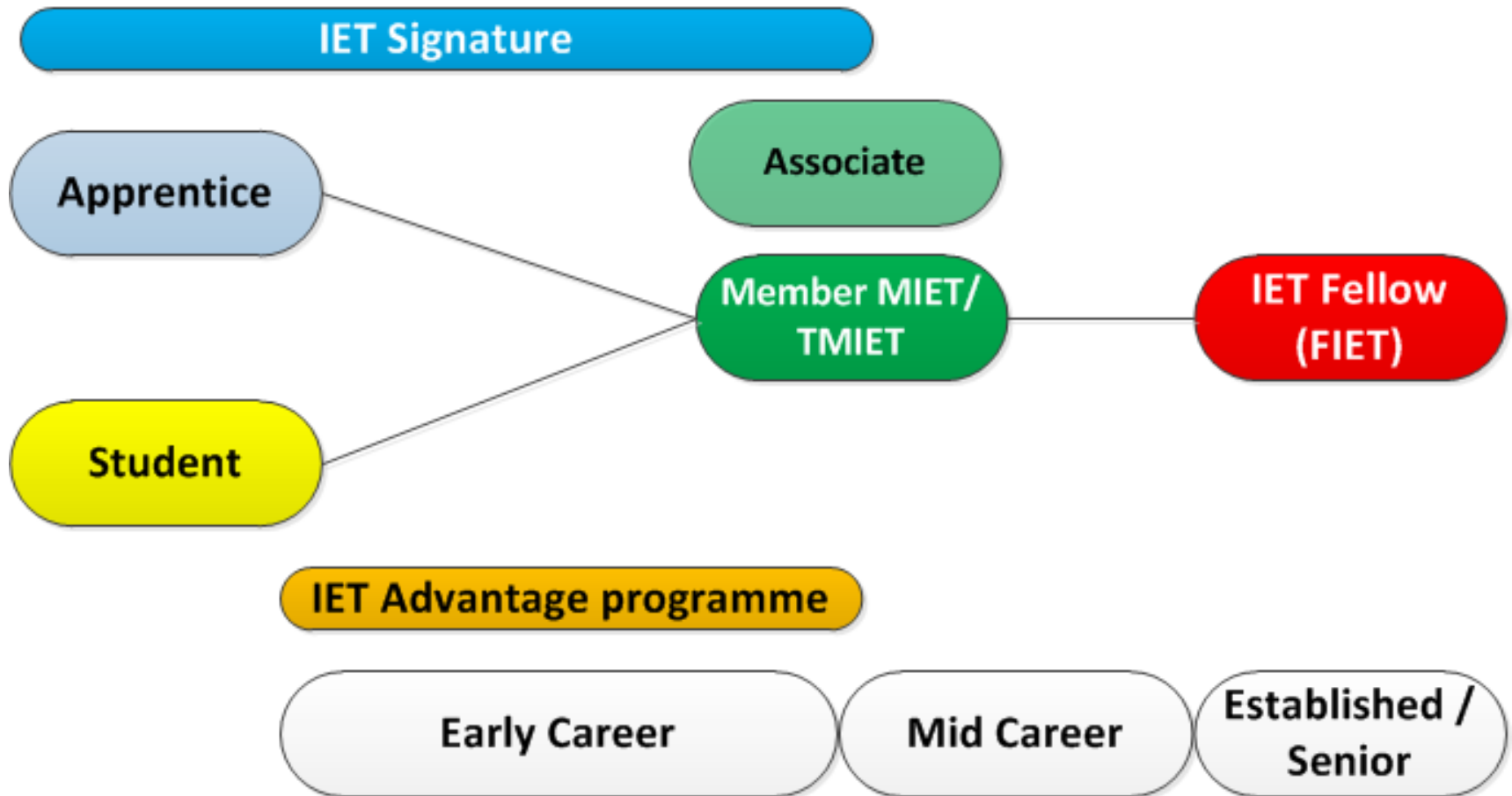


# IET Global Corporate Partners





# IET Membership is the first step





# IET Membership offering

The IETs product offering is vast.

As well as key **professional development** and **professional registration** assistance the advantages of IET Membership include:

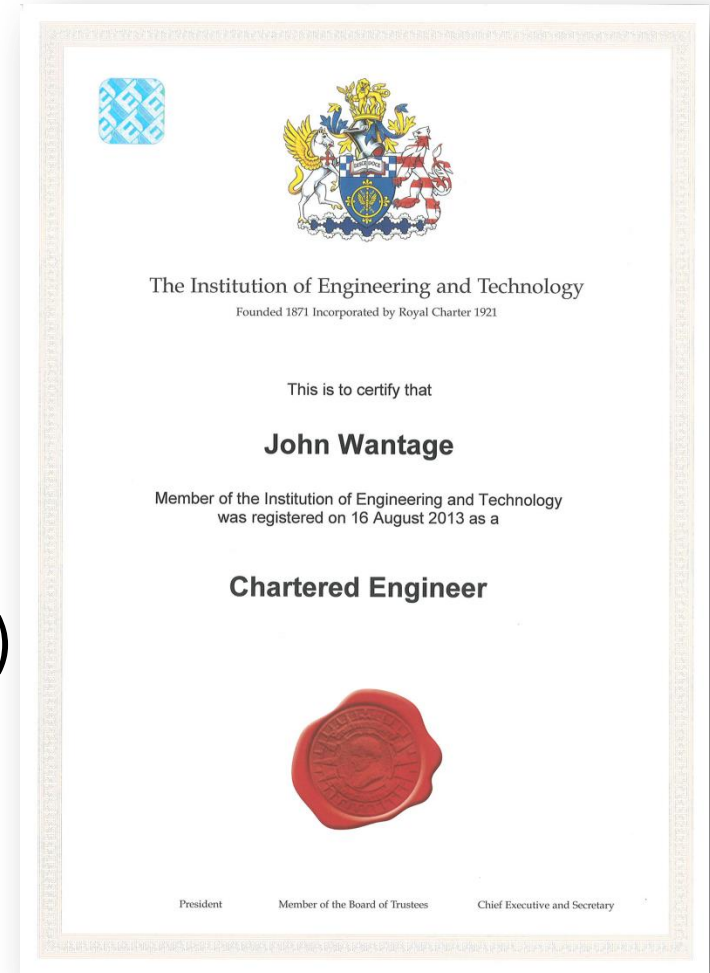
- designatory letters after your name
- IET jobs pages (e.g. E&T jobs)
- IET events, seminars and conferences and IET.tv
- awards and scholarships
- volunteering opportunities
- books, magazines, journals and IET digital library
- Local Networks, IET Sectors, on-line communities, IET Woman's Network
- discounts on conferences, events and publications including Wiring Regulations
- IET Connect – the IET's benevolent fund
- professional ethics advice and support.



# Professional Registration

Never has it been so important to demonstrate your professional engineering competencies.

- Chartered Engineer (CEng)
- Incorporated Engineer (IEng)
- Engineering Technician (EngTech)
- ICT Technician (ICTTech)
- Chartered IT Professional (CITP)
- Chartered Manager (CMgr)





# Designatory Letters



S. Johnson BEng MSc CEng MIET





# What will professional registration give me?

- Stand out from the crowd: be recognised as a professional
- Demonstrate professional engineering competence
- Meet the growing requirement within our industry
- Designatory letters after your name (IEng, CEng)
- Credibility with peers, employer, customers and suppliers
- Improved career prospects.





# Chartered Engineer

- Develop new or existing technology
- Problem solve
- Make a key contribution to your business' success, through innovation, creativity and change
- Promote advanced designs or design methods
- Develop better production techniques, marketing or construction concepts
- Pioneer technology or engineering services and management methods.

# Incorporated Engineer

- Maintain and manage applications of current and developing technology
- Apply existing and emerging technology in their work
- Problem solve
- Contribute to continuous improvement in business processes
- Manage the planning, budgeting and organisation of tasks, people and resources
- Have involvement in design, development, manufacture, construction and operation.



# Engineering Technician

- Focus on performance of tasks
- For professional technicians who have supervisory or technical responsibility
- Demonstrate a commitment to professional standards
- Contribute to the design, development, manufacture, commissioning, operation or maintenance of products and services
- Apply safe systems of work.

# ICT Technician

- Work in a range of jobs supporting or facilitating the users of ICT
- Applying technical and practical skills
- Contribute to the design, development, testing, commissioning, installation, operation, migration or maintenance of ICT products, processes, systems or services
- Exercise personal responsibility
- Communicate effectively and recognise obligations.



# Chartered IT Professional

- Have 8-10 years IT work experience. If you don't have enough IT experience this may be reduced depending on your academic qualification, although a minimum of five years relevant experience will be required
- Currently work in a role for three of the last five years) with a level of responsibility at or above level 5 of the skills framework for the information age (SFIA) (individuals can register free for non-commercial use of SFIA).
- Carry significant responsibility, full accountability and a challenging range of complex work activities
- Have personal influence and well developed business skills
- Have a broad knowledge and awareness across IT and the application of IT.



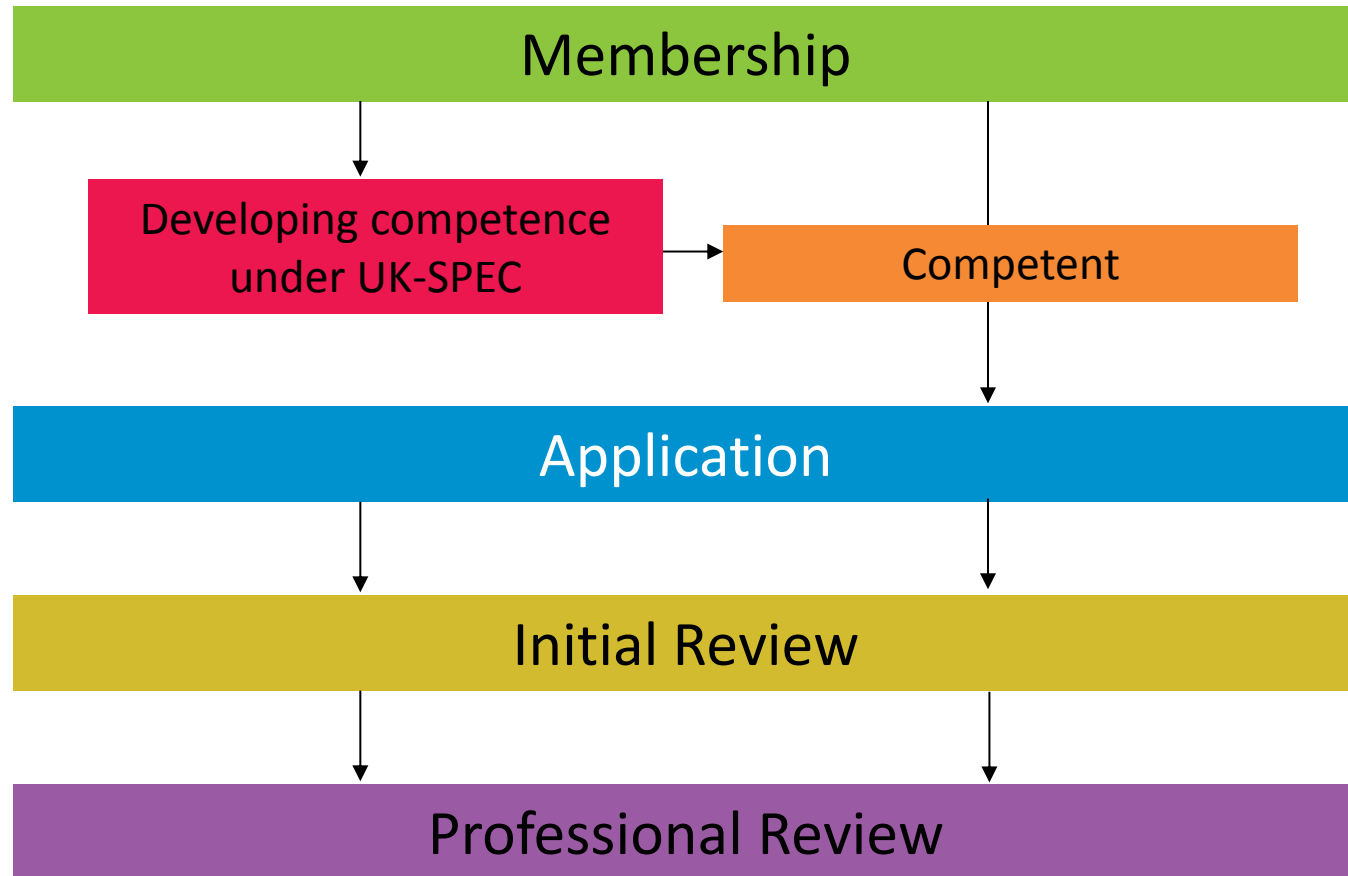
# Chartered Manager



- CMI's qualified route to Chartered Manager:
  - IET member and a Chartered Engineer (CEng) or Incorporated Engineer (IEng)
  - 5 years or more management experience.
- CMgr is the ideal partner to CEng and IEng, endorsing your managerial credentials as well as your technical and professional expertise
- Enhances employability, evidencing your transferable managerial skills



# Steps to professional registration





# Competence framework (UK-SPEC)

Competence	<b>A</b>	Knowledge and Understanding
	<b>B</b>	Application to Practice
	<b>C</b>	Leadership/Management/Supervision
	<b>D</b>	Interpersonal Skills
	<b>E</b>	Commitment to Professional Standards



# Underpinning knowledge & understanding

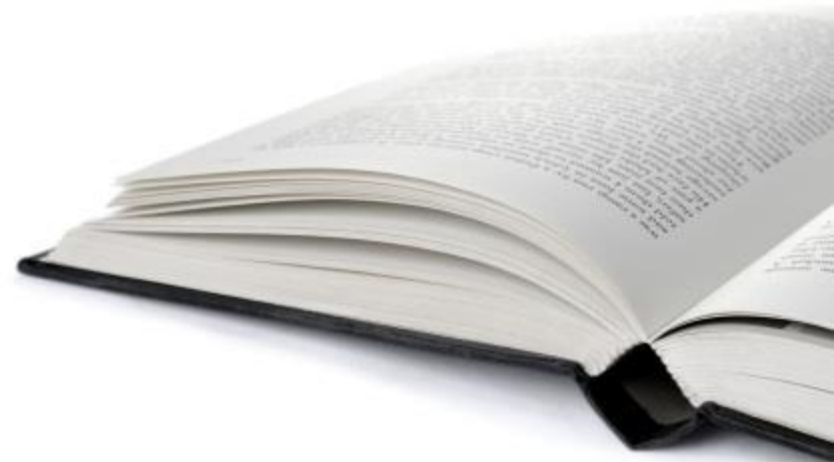
- **CEng:** Accredited Masters Level Degree
- **IEng:** Accredited Bachelor Level Degree
- **Technicians:** Level 3 qualification

**If the candidate does not hold the exemplifying qualification, other evidence of UK&U may be provided**



# No exemplifying qualification?

- **Other evidence of UK&U may be provided:**
  - Equivalent qualifications
  - Work-based learning
  - Formal further learning.





# Special Registration Agreements

- the IET has a series of Special Registration Agreements (SRAs) for various branches of the Armed Forces
- these benchmark certain career pathways against the requirements for registration
- individuals that meet the eligibility criteria for one of these routes may apply via a streamlined application process and will not be required to provide detailed competence evidence
- NB. Service leavers can apply via a SRA up to **3 months** after leaving the forces.



# Applying for Professional Registration






# Career Manager

- Online career development tool:
  - Logs all your professional development
  - Creates an online portfolio
  - Supports your application for registration.





# Career Manager

**Career Manager**  
The Institution of  
Engineering and Technology

Content Editor

Kerry Lamacraft Log out

Home | My Account | Application Management | My Development | Scheme Manager | My Reports | Setup

Home

**Messages**  
**Last Awarded Professional Registration**  
Engineering Technician  
**Working Towards Professional Registration**  
Chartered Engineer  
Status: In Progress  
**Current Enrolled Scheme**  
1234 - UK Power Generation  
**Actions Target Date Approaching**


**Professional Registraion**  
What would you like to do?

- ▶ [Apply for CEng, IEng, EngTech or ICTTech now!](#)
- ▶ [Upload Documents to support my application](#)
- ▶ [Link to my IET Accredited PD Scheme](#)
- ▶ [Browse the Professional Registration Frameworks](#)
- ▶ [Submit my Intent to Register](#)

If you have any questions regarding Professional Registration please e-mail [profreg@theiet.org](mailto:profreg@theiet.org)

**Quick Launch Tools**

- ▶ [Initial Professional Development \(IPD\)](#)
- ▶ [Professional Registraion](#)
- ▶ [Continuing Professional Development \(CPD\)](#)



Skills Management Software Copyright Kenexa®, 2013 Legal v5.5.0.13296



# Guiding you from the start

**IET** Career Manager  
The Institution of Engineering and Technology

Home | My Account | My Development | My Reports

► My Development ► Competence Manager ► Professional Registration Frameworks ► UK-SPEC IEng

Browse the competences for CEng, IEng, EngTech and ICTTech.  
Click the name of the skill to view the associated level descriptions and learning solutions.

UK-SPEC IEng  
[Expand/Collapse All](#)

	Skill level			
	Trainee	Supervised	Practitioner	Expert
	1	2	3	4
<b>A. Knowledge and Understanding (2)</b>				
► <a href="#">A1. Maintain and extend personal knowledge and skills</a>				
► <a href="#">A2. Approach to problem-solving and continuous improvement</a>				
<b>B. Application to Practice (3)</b>				
► <a href="#">B1. Select a review methodology to undertake engineering tasks</a>				
► <a href="#">B2. Contribute to the design and development of engineering solutions</a>				
► <a href="#">B3. Implement design solutions and contribute to their evaluation</a>				
<b>C. Leadership (4)</b>				
► <a href="#">C1. Plan for effective project implementation</a>				

### Competence Framework Proficiencies

**A. Knowledge and Understanding**

**A1. Maintain and extend personal knowledge and skills**  
**Definition**

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 own personal knowledge and skills
- Strive to extend own technological capability
- Broaden and deepen own knowledge base through new applications and techniques.

**Exemplar behaviours**

If a registration category has been selected, the UK-SPEC framework will already be populated for you to browse.



# Career Manager: Learn more

- live and pre-recorded webinars
- online 'quick guides'
  - professional registration
  - CPD guide
  - accredited scheme candidate.

[www.theiet.org/career-manager](http://www.theiet.org/career-manager)



# Ready to apply?

## Streamlined paper based application.

**IET** The Institution of Engineering and Technology

**CEng/Eng Professional Registration**  
Application Form  
V8, June 2011

**A Your Details**

Title  First Name  Family Name   
 Post Nominals  Date of Birth   
 Home Address   
 County/State  Postcode  Country   
 Home Phone  Mobile  Home Email   
 Preferred Venue for Interview   
 Name of Professional Registration Advisor (PRA) (if applicable)   
 Please specify your gender: ☐ Male ☐ Female

**B Current Employment**

Employer  Job Title   
 Business Address   
 County/State  Postcode  Country   
 Business Phone  Business Email   
 Which address would you like all correspondence sent to? ☐ Home ☐ Business

**C Your Interests**

What are your area(s) of interest? (tick all that apply):  
☐ Consumer Electronics ☐ Transport ☐ Control ☐ Electronics ☐ IT ☐ Manufacturing ☐ Mechanical Engineering  
☐ Power ☐ Management ☐ Communications ☐ Construction/Building Services ☐ Electrical

**D Membership**

In order to apply for professional registration, you will first need to be a member of the IET.  
☐ I wish to apply to become a Member of the IET  
☐ I am already a Member of the IET Membership Number:

**E Registration**

Please indicate below which category of registration you wish to apply for:  
☐ Incorporated Engineer (IEng) ☐ Chartered Engineer (CEng)

Page 1 of 5

**F Education**

Start Date	End Date	Course/Qualification Title	Educational Establishment	Classification	F1/F2/3/4/5/6/7/8/9/10/11/12/Distance Learning

**G Professional Development or Training Schemes (if applicable)**

Start Date	End Date	Company	Accreditation number (if applicable)

**H Professional Services, Papers Presented etc.**

Date	Title

**I Accountability Diagram**

Page 2 of 5

**J Relevant Career History**

Start/End Date	Employer & Job Title	Experience

Note: The information provided above will be used to carry out an initial assessment of your application. As a result of this initial assessment you may be required to provide further information to support your application.

Page 3 of 5

**K Declaration**

I declare that the statements made on this form are to the best of my knowledge true. I agree to comply with the Royal Charter and Bye-laws and Rules of Conduct of the Institution of Engineering and Technology (IET) and understand that this is a commitment to behave ethically within my profession. I will do my best to promote the interests of the IET. I confirm that I have not committed any offence of which the IET would require me to give notice under its Rules of Conduct.

I understand and consent to the information provided on this form being processed by the IET and the Engineering Council for registration purposes. I also understand and consent that the information will be used by the IET and any of its associated organisations for the purpose of promoting, delivering and improving my experience of the IET, its products and its services, by post and electronic means.

The Rules of Conduct and the Royal Charter and Bye-laws are published on the website [www.theiet.org/burrows](http://www.theiet.org/burrows)

Signature of Candidate  Date

**L Supporters' Details**

We, the undersigned, support the candidate from personal knowledge, as a person worthy of consideration for Engineering Council registration and we endorse the correctness of this form.

**Supporter 1 (mandatory)**

Name  Signature  Date   
 Address for communication   
 Postcode  Phone  Email   
 EC Registration type (if applicable) e.g. CEng, IEng  Membership of Engineering Institutions e.g. MIEE, FIET   
 Membership Number (if applicable)

**Supporter 2 (mandatory)**

Name  Signature  Date   
 Address for communication   
 Postcode  Phone  Email   
 EC Registration type (if applicable) e.g. CEng, IEng  Membership of Engineering Institutions e.g. MIEE, FIET   
 Membership Number (if applicable)

**Supporter 3 (optional)**

Name  Signature  Date   
 Address for communication   
 Postcode  Phone  Email   
 EC Registration type (if applicable) e.g. CEng, IEng  Membership of Engineering Institutions e.g. MIEE, FIET   
 Membership Number (if applicable)

Notes for Supporter(s) - Before signing the application form, you are requested to ensure that the presentation of the form is to the candidate's best advantage and provides adequate information to enable the IET to reach a decision. Please note you will be required to complete an Inquiry Form on the candidate's eligibility for registration.

Return this form together with the appropriate fee to: The Institution of Engineering and Technology, Registration & Standards, Michael Faraday House, Six Hills Way, Stevenage, SG1 2AH, UK.

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# Completing the application form

- Declaration of Interest
- Declaration of Financial Interests
- Declaration of Professional Competence
- Declaration of Professional Responsibility
- Declaration of Professional Conduct
- Declaration of Professional Ethics
- Declaration of Professional Integrity
- Declaration of Professional Honesty
- Declaration of Professional Fairness
- Declaration of Professional Respect
- Declaration of Professional Accountability
- Declaration of Professional Transparency
- Declaration of Professional Openness
- Declaration of Professional Communication
- Declaration of Professional Collaboration
- Declaration of Professional Teamwork
- Declaration of Professional Leadership
- Declaration of Professional Innovation
- Declaration of Professional Creativity
- Declaration of Professional Problem Solving
- Declaration of Professional Decision Making
- Declaration of Professional Risk Taking
- Declaration of Professional Change Management
- Declaration of Professional Project Management
- Declaration of Professional Quality Management
- Declaration of Professional Health and Safety
- Declaration of Professional Environmental Management
- Declaration of Professional Social Responsibility
- Declaration of Professional Governance
- Declaration of Professional Compliance
- Declaration of Professional Ethics and Integrity
- Declaration of Professional Honesty and Fairness
- Declaration of Professional Respect and Accountability
- Declaration of Professional Transparency and Openness
- Declaration of Professional Communication and Collaboration
- Declaration of Professional Teamwork and Leadership
- Declaration of Professional Innovation and Creativity
- Declaration of Professional Problem Solving and Decision Making
- Declaration of Professional Risk Taking and Change Management
- Declaration of Professional Project Management and Quality Management
- Declaration of Professional Health and Safety and Environmental Management
- Declaration of Professional Social Responsibility and Governance
- Declaration of Professional Compliance and Ethics and Integrity
- Declaration of Professional Honesty and Fairness and Respect and Accountability
- Declaration of Professional Transparency and Openness and Communication and Collaboration
- Declaration of Professional Teamwork and Leadership and Innovation and Creativity
- Declaration of Professional Problem Solving and Decision Making and Risk Taking and Change Management
- Declaration of Professional Project Management and Quality Management and Health and Safety and Environmental Management
- Declaration of Professional Social Responsibility and Governance and Compliance and Ethics and Integrity
- Declaration of Professional Honesty and Fairness and Respect and Accountability and Transparency and Openness and Communication and Collaboration
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Signature of Candidate

Date

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Address for communication		
Postcode	Phone	Email
EC Registration type (if applicable) e.g. CEng, IEng		Membership of Engineering Institutions e.g. MIET, FIET
Membership Number (if applicable)		

### Supporter 2 (mandatory)

Name (print)	Signature (sign)	Date
Address for communication		
Postcode	Phone	Email
EC Registration type (if applicable) e.g. CEng, IEng		Membership of Engineering Institutions e.g. MIET, FIET
Membership Number (if applicable)		

### Supporter 3 (optional)

Name (print)	Signature (sign)	Date
Address for communication		
Postcode	Phone	Email
EC Registration type (if applicable) e.g. CEng, IEng		Membership of Engineering Institutions e.g. MIET, FIET
Membership Number (if applicable)		

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# Application guidance

- two or three best projects/examples of your direct engineering ability from past 5 years
- "I was responsible for, I conducted, I improved, I applied, I delivered, I produced, I negotiated, etc.



# Application guidance

- indicate size, complexity, strategic importance, etc.
- if appropriate, quantify budget, resources, manpower, etc.
- what did you need to learn, problems faced and solved, how has this understanding benefited the organisation.



# Professional Review Interview (PRI)

- All candidates required to attend an interview to demonstrate their level of competence (CEng/IEng only)
- Interviews may take place regionally or in company
- 10 – 15 minute presentation
- Then a discussion based on information provided on the application form.
- After the interview you will be notified of the results of your application by post
- ‘What to expect’ video available <http://youtu.be/rqxysv4rZoM>



# Structuring your route to Professional Registration

18 February	IET Introduction to Corporate Partner Special Registration Scheme
29 February	Membership deadline
13/14 April	On-site meeting with an in-company Professional Registration Advisor (PRA) to discuss your 1st draft application
16/17 May	2nd draft application PRA review
14/15 June	Optional 3 <sup>rd</sup> PRA Session
5 July	Deadline for Final Applications to be submitted to the IET. Completed applications accompanied by all required documentation should be submitted to <a href="mailto:DESTECH-EGIET@mod.uk">DESTECH-EGIET@mod.uk</a>



# PRA Sessions

- 30 minutes per session
- Bring along your downloaded application pack, a draft application form and your CV
- Check the competencies in advance to coming to your PRA appointment
- IET will email you to arrange slots for both sessions
- We will try to match you to the same PRA for each session, but not guaranteed



# After the PRA sessions

- Submit your application on the deadline to Nick Brown (we will remind you!)
- Interviews will then be held in Spring
- Result to follow later in the year



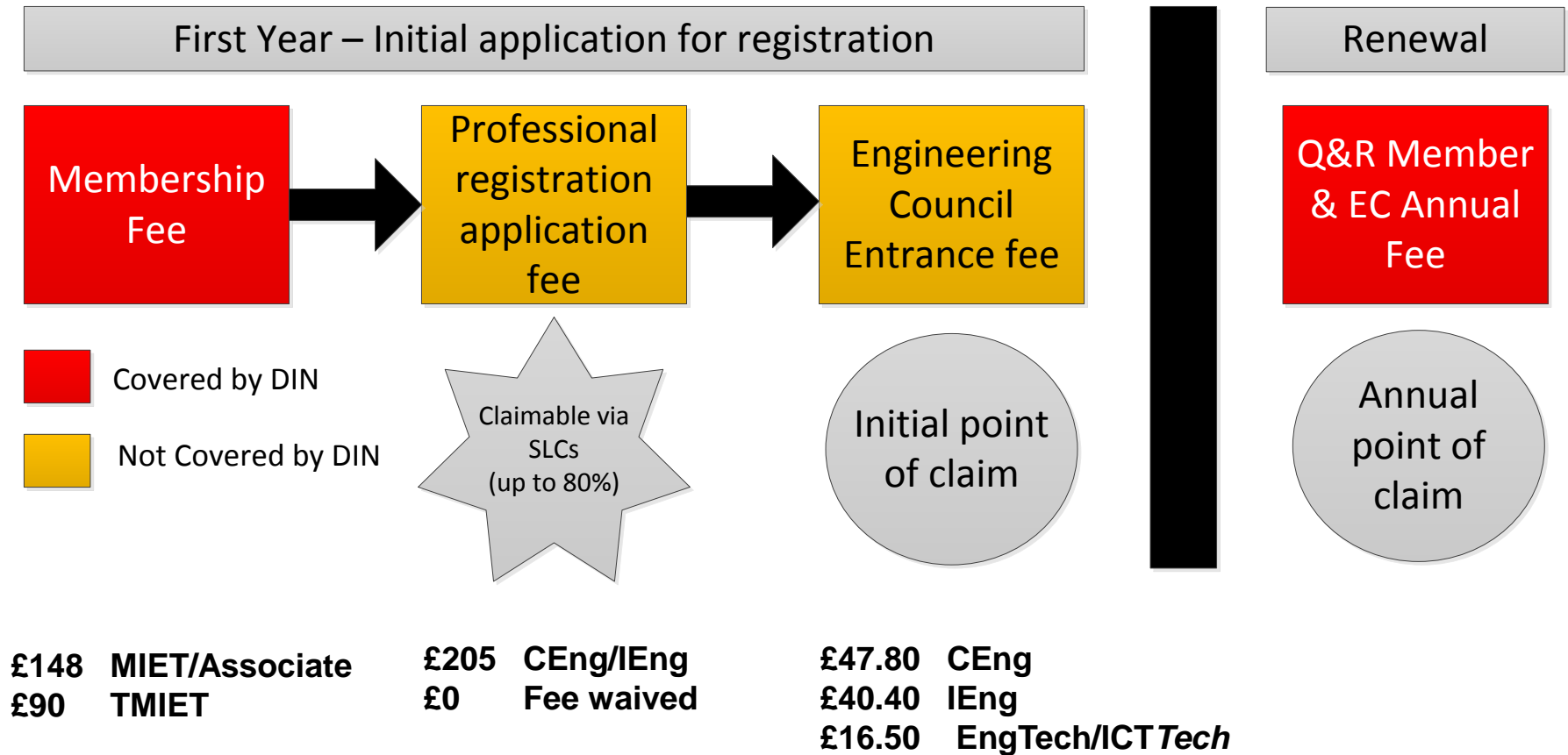
# Useful MOD Docs

- Presentations
- Competences
- DE&S Competence mapping guidelines for CEng & IEng

[www.theiet.org/armed-forces/downloadables](http://www.theiet.org/armed-forces/downloadables)



# Refund of Engineering Professional Body fees: 2015DIN07-182





# Thank You

***Sarah Larkham***

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