Career Manager

Quick Guide

Submitting further evidence
Requested for your Professional Registration Application.
Once you have submitted your professional registration application, it will go through the IET’s registration process.

On receipt of your application it will be:

- Reviewed by staff;
- Reviewed by experienced and trained members.

The application process includes peer assessment by registered engineers who are IET members. These members are not IET staff, but volunteers who have been trained for this purpose. To find out more about our volunteers, you can contact our Registration Standards and Support Unit at rssu@theiet.org.

They will consider whether you have provided sufficient evidence for your application to progress to a professional review interview. You will be advised if any further evidence is needed via email notification generated through Career Manager.

If you are required to provide further information to the IET, this guide will show you where to access and how to submit your evidence:

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Dear Career Manager Demo,

In order to progress your application for CEng further evidence of your competence against the UK-SPEC framework is required. Please sign in to Career Manager in order to complete the requested further evidence.

Further evidence must be submitted via Career Manager. It is not possible to submit your further evidence via email, and should you do so it may delay your application progressing and cause additional work for you and your supporter(s).

If you have any queries please direct them to profreg@theiet.org

Kind Regards,
careermanager@theiet.org
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Using Career Manager to submit further evidence

1. Access the IET website [www.theiet.org/careermanager](http://www.theiet.org/careermanager) and log into your account using your website username and password.

2. You will see within your Messages box, located on the left-hand side of your record, the status of your application is at *Evidence Requested*

3. You can select the status within the message box to take you to the relevant area to provide information, or access your application status by selecting *My Account* > *Applications*

4. The Professional Registration Application status screen will display the *Provide Evidence* link for you to select.

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5. Once you have selected the link, you will be taken to the evidence page where you will see the types of evidence that you have been requested to provide.
Evidence Types

There are three types of evidence you may be asked to provide:

- Open Question
- Evidence Statement
- Full Evidence Statement

* You may be asked for one or more of the above evidence types

Open Question
The open question is requested by the panel to seek evidence to cover any specific areas which are not significantly evident in your career history.
Select the ‘Provide Evidence’ link to open a separate light box containing the question and enter your answer in the free text box.
Select ‘Save’ which will allow you to progress to generate a guest ticket to send to your supporter(s). You can go back and edit at any time prior to submitting for verification.

Evidence Statement
The evidence statement allows you to provide the further evidence requested by the panel against the UK-SPEC competence framework to support your application.

Select the ‘Provide Evidence’ link to open the text boxes and enter your evidence under each competence statement. Once all mandatory fields that have been completed, you can select ‘Complete Evidence’.
Now you can progress to generate a guest ticket to send to your supporter(s). You can go back and edit at any time prior to submitting for verification.

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Full Evidence Statement

If you have been requested to provide a full evidence statement, you will be able to use the competence assessment functionality (Professional Registration Assessment) under the ‘My Development’ section of Career Manager.

Any information you have previously entered will be pulled through to the evidence tab, which you should check and amend as necessary.

If you have not previously completed an assessment, you can download the ‘Quick Guide for Competence Assessments’ on the IET website for a step-by-step process on how to complete your self-assessment.
Verifying your Evidence

Once you have completed your further evidence it must be verified by your supporter(s) prior to your submission to the IET. You can edit your further evidence at any time before generating the guest ticket/s.

1. Select ‘Complete Evidence’. You will then be given the option to add a supporter to verify your further evidence.

You can change your supporter contact details if it is required by selecting ‘Remove’ which will then allow you to add the new details.
2. Select ‘Generate Guest Ticket’. Please note that this will only remain valid for 28 days. If your supporters do not complete their verification within this time period, you will need to generate a new guest ticket by selecting ‘Invalidate Guest Ticket’ and send again.

3. Once you have generated the guest tickets you can send the verification request straight from Career Manager by selecting ‘Send Email’. Alternatively, you can view the guest ticket and copy the link and send via your own email provider.

4. Once your supporters have verified your further evidence you will be notified via email and you can proceed to submit your evidence to the IET for review by selecting ‘Submit Evidence’.

**TIP:** If you need to contact your registration coordinator, please contact profreg@theiet.org or 01438 767333

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