

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:

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

Using Career Manager to submit further evidence

1. Access the IET website 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'**

IET Career Manager
The Institution of Engineering and Technology

Home My Account My Development My Reports

Home

Messages
Working Towards Professional Registration
Incorporated Engineer
Status: Evidence Requested

Preparing an application for professional registration?
Welcome to Career Manager!
If you are in the process of preparing your professional registration application, watching this short film will give you all the information and inspiration you need!
[Click here to view in a new window](#)

Quick Launch Tools
▶ [Getting Started](#)
▶ [IPD](#)
▶ [Professional Registration](#)
▶ [CPD](#)

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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.

Home My Account My Development My Reports

My Account Professional Registration Applications

View and manage your professional registration applications.

Status	Active Professional Registration Application			
Intent to Register	Your current Professional Registration Application is listed below. Only applications which are 'In Progress' can be deleted. To delete an application you must first archive the application.			
Applications	Application ID	Registration Category	Date Last Updated	Status
Supporting Documents	88149	Incorporated Engineer	03 Apr 2017	Evidence Requested
				Edit View Application Archive Comments Provide Evidence
	Archived Professional Registration Applications			
	Details You have no archived professional registration applications.			

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Last Updated: Feb 2019

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- 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.

Home My Account My Development My Reports

My Account Professional Registration Applications

View and manage your professional registration applications.

Status Intent to Register Applications Supporting Documents

1. Overview 2. Checklist 3. Your Expertise 4. Verify 5. Submit Application Evidence

Further Evidence

Thank you for submitting your application for Professional Registration, however, further Evidence is required before we can progress your application. Please fill in the information below and submit to your Verifiers for verification before resubmitting the completed application form to the IET. If you have any questions then please contact your Registration Coordinator on 01438 767333.
[Preview Draft Professional Registration Application](#)

	Submitted Date	
Open Question	05 May 2017	Provide Evidence

Further Evidence Verification

Legend Completed Email not sent

No. of mandatory supporters 1

Supporter 1

Supporter Name	Verification Date	Verified	
		<input type="checkbox"/>	Add Supporter

Supporter 2

Supporter Name	Verification Date	Verified	
		<input type="checkbox"/>	Add Supporter

Supporter 3

Supporter Name	Verification Date	Verified	
		<input type="checkbox"/>	Add Supporter

Evidence Types

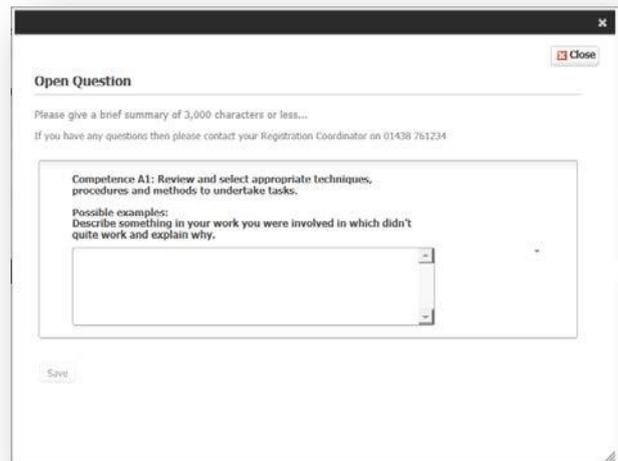
There are three types of evidence you may be asked to provide:

- 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.

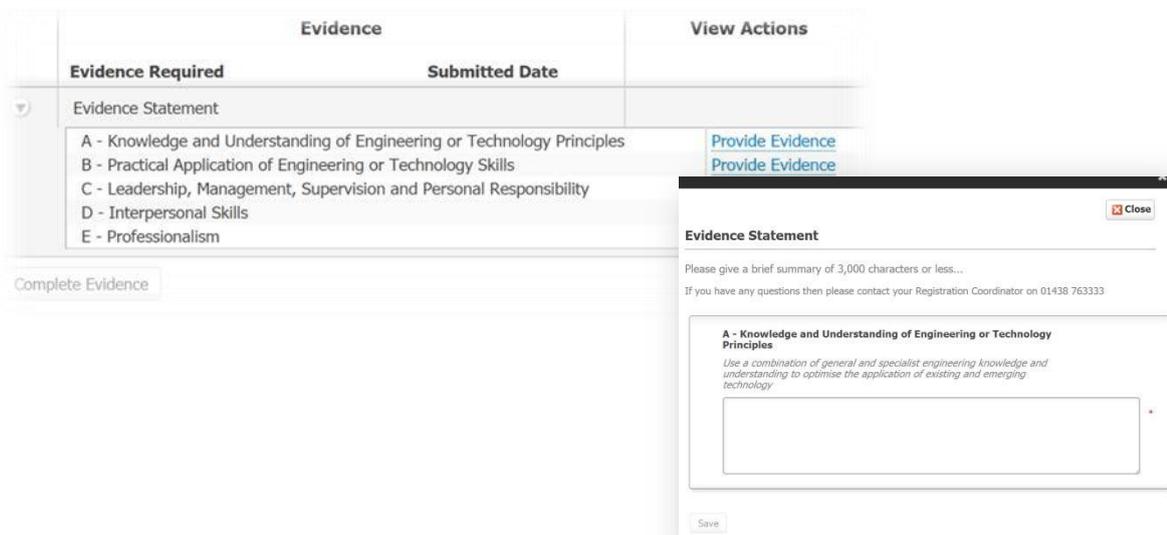


The screenshot shows a light box titled "Open Question" with a "Close" button in the top right. Below the title, there is a prompt: "Please give a brief summary of 3,000 characters or less..." and a note: "If you have any questions then please contact your Registration Coordinator on 01438 761234". The main content area contains the following text: "Competence A1: Review and select appropriate techniques, procedures and methods to undertake tasks." followed by "Possible examples: Describe something in your work you were involved in which didn't quite work and explain why." Below this text is a large, empty text input field. At the bottom left of the light box is a "Save" button.

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.



The screenshot shows a table with two columns: "Evidence" and "View Actions". The "Evidence" column has a sub-column "Evidence Required" and a sub-column "Submitted Date". The "View Actions" column contains "Provide Evidence" links. The table lists five evidence categories: A - Knowledge and Understanding of Engineering or Technology Principles, B - Practical Application of Engineering or Technology Skills, C - Leadership, Management, Supervision and Personal Responsibility, D - Interpersonal Skills, and E - Professionalism. Below the table is a "Complete Evidence" button. An inset light box titled "Evidence Statement" is overlaid on the table, showing a "Close" button in the top right. Below the title, there is a prompt: "Please give a brief summary of 3,000 characters or less..." and a note: "If you have any questions then please contact your Registration Coordinator on 01438 763333". The main content area contains the following text: "A - Knowledge and Understanding of Engineering or Technology Principles" followed by "Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology." Below this text is a large, empty text input field. At the bottom left of the light box is a "Save" button.

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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.

Legend ✔ Confirmed level

Click the name of each skill to assess your skill level and provide comments. The skills mapped to your job role are highlighted in blue. The skills associated with your job roles framework are listed in the grid below. Click on each of the skill names with a checkmark to accurately represent your degree of expertise in the skill.



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

	Skill level				
	No Experience	Trainee	Supervised	Practitioner	Expert
	0	1	2	3	4
A. Knowledge and Understanding					
A1. Maintain and extend a sound theoretical approach			✔		
A2. Engage in creative and innovative development			✔		
B. Application to Practice					
B1. Identify potential projects and opportunities			✔		
B2. Conduct appropriate research, and undertake design and development			✔		
B3. Implement design solutions, and evaluate their effectiveness				✔	
C. Leadership					
C1. Plan for effective project implementation		✔			
C2. Plan, budget, organise, direct and control tasks, people and resources				✔	
C3. Lead teams and develop staff			✔		
C4. Bring about continuous improvement				✔	
D. Interpersonal Skill					
D1. Communicate in English with others at all levels		✔			

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.

The screenshot shows the 'Evidence' tab of the 'Further Evidence' section. It includes a table for 'Submitted Date' with one entry: 'Open Question' on '05 May 2017' with a 'View Evidence' link. Below is the 'Further Evidence Verification' section with a legend: a checked box for 'Completed' and an unchecked box for 'Email not sent'. It also shows 'No. of mandatory supporters 1'. There are three sections for 'Supporter 1', 'Supporter 2', and 'Supporter 3', each with a table for 'Supporter Name', 'Verification Date', and 'Verified'. Each section has an 'Add Supporter' button, which is circled in red in the image.

A dark grey bar with a white 'X' icon in the top right corner and a 'Close' button with a red 'X' icon on the left.

Add Supporter

Enter data into all the fields below and press save.

Supporter Name	<input type="text"/>	*
Supporter Email	<input type="text"/>	*

- ▶ Please input a value for Supporter Name
- ▶ Please input a value for Supporter Email

Save

You can change your supporter contact details if it is required by selecting '**Remove**' which will then allow you to add the new details.

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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.

Submitted Date	
Open Question	05 May 2017 View Evidence

Further Evidence Verification

Legend Completed Email not sent

No. of mandatory supporters 1

Supporter 1

Supporter Name	Verification Date	Verified	
Test		<input type="checkbox"/>	Edit Generate Guest Ticket Remove

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.

Submitted Date	
Open Question	05 May 2017 View Evidence

Further Evidence Verification

Legend Completed Email not sent

No. of mandatory supporters 1

Supporter 1

Supporter Name	Verification Date	Verified	
Test		<input type="checkbox"/>	Edit View Guest Ticket Send Email Invalidate Guest Ticket Remove

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**'.

1. Overview 2. Checklist 3. Your Expertise 4. Verify 5. Submit Application **Evidence**

Further Evidence

Thank you for submitting your application for Professional Registration, however, further Evidence is required before we can progress your application. Please fill in the information below and submit to your Verifiers for verification before resubmitting the completed application form to the IET. If you have any questions then please contact your Registration Coordinator on 01438 767333. [Preview Draft Professional Registration Application](#)

Submitted Date	
Open Question	05 May 2017 View Evidence

Further Evidence Verification

Legend Completed Email not sent

No. of mandatory supporters 1

Supporter 1

Supporter Name	Verification Date	Verified	
Test	10 May 2017	<input checked="" type="checkbox"/>	Verifier Evidence Response(s) Remove

Supporter 2

Supporter Name	Verification Date	Verified	
		<input type="checkbox"/>	Add Supporter

Supporter 3

Supporter Name	Verification Date	Verified	
		<input type="checkbox"/>	Add Supporter

Submit Evidence

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

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