UK-SPEC

Your application will be assessed against the UK-SPEC competence and commitment statements. Please ensure you are aware of these requirements: http://www.engc.org.uk/ukspec.aspx

Application Fees

You will be required to pay a non-refundable application fee for professional registration. This fee should be paid within seven days of submission of your application in order for the application process to begin.

Professional registration fees are payable in Sterling (GBP £), with special arrangements in other currencies. Further details are available at www.theiet.org/membership/profreg/fees

Successful applicants are required to pay an entrance fee which is collected by the IET on behalf of the Engineering Council. Only on receipt of this payment can your details be sent to the Engineering Council for inclusion on their register. Once your details have been added to the Engineering Council register you are able to use your professional registration designatory letters (CEng, or IEng).

Please note that should this payment not be made within three months of notification, your application may be closed.

Registration Checklist

The following guidance has been presented under the headings as they appear in the registration checklist in Career Manager

1. Personal Information

Complete your personal information including your contact address and current employment details.

2. Education

You must give details of:

- All further or higher academic qualifications, including any which you have already registered with the IET e.g. MEng, BEng, MSc, HNC etc.

- Any formally assessed work-based learning.

If your qualification is not listed in the drop down menu please include your qualification under ‘Other’.

Please provide a copy of your further or higher education certificate(s) and transcripts* with your application. These must be signed by one of your Supporters as a true copy of the original.

*especially for those qualifications gained from 2013 onwards.

3. Employment
Role Descriptions

Enter the headline description of the employment or volunteer role, noting the mandatory fields. List any voluntary roles you have held as separate entries but select these as ‘Voluntary’ in the ‘Employment Type’ drop down box. Examples would be any professional service such as the IET committee membership, schools’ liaison, or other activities, which raise the profile of engineering and technology or any service to the community i.e. JP, school governor, etc.

The Rank and Unit boxes are only relevant for those joining from the Armed Forces. You can select which employment or volunteer roles are exported into reports, the master CV record print-out, or the registration application.

The amount of text you include under ‘Responsibilities’ and ‘Achievements’ largely determines the resultant size of your registration application. The requirement is not to exceed a total of 12 pages for the whole application when printed.

Responsibilities

The most important task on which any assessment for professional registration is based is to complete a detailed description of each employment/volunteer role following the advice set out below.

- This part of your application is particularly important and you need to present your evidence carefully and concisely. Remember that your objective is to ‘sell’ yourself to the interviewers in your application form, so that before you walk into the interview they already think you are registrable and all they have to do is confirm your competence.

- Detail your main responsibilities and personal contributions rather than a bland job description. You should aim to provide roughly 3000 characters as it is unlikely that less will adequately demonstrate your relevant experience.

- Remember when presenting evidence:
  - Keep it personal, i.e. talk about your own achievements, not what the team did.
  - Avoid use of jargon and unnecessary or unexplained abbreviations.
  - Use language that can be understood by someone who is not a specialist in your field.
  - Use words like “I designed the XYZ system” rather than “the XYZ system was designed” so that you are clearly stating who did what and emphasising your own individual role.

- Give an extended description of your current role, or the role that is most relevant to the demonstration of your current competence, giving details of your responsibilities together with any relevant metrics. You should aim to be very specific in your examples and if you have held lots of different roles, you should select examples that best illustrate your competence.

- Indicate the size and complexity of the projects or tasks for which you have had direct responsibility, and quantify any budget(s) for which you have had overall responsibility. Use numbers to show the size and scale of your responsibility; for example, numbers of people supervised, or the value in financial terms of the activity for which you were responsible.

- Remember that the information in your application will be used as an agenda for the interview, therefore it is in your own interest to give a full and clear summary of your responsibilities and competence, otherwise time will be wasted while the interviewers try and understand facts which should be in your application.

- When you have submitted your application, it will be checked by IET staff and then reviewed to determine if there is sufficient evidence of your competence to progress to a Professional Review Interview, or if further evidence of your competence is needed.

- The Assessors will be looking to identify there is the following evidence within your career history:
- Sufficient background to explain the context in which you made technical / engineering decisions.
- Examples of how you present technical information e.g. plans and diagrams for review by other engineers in your field.
- Description of a technical investigation, including the gathering of data, identifications of sources and explanation of results; and how you ensured the quality of the data used.
- Investigation results; to include calculations / use of simulations, prototypes or engineering software that guided your technical / engineer's decisions.
- Example of reasoned justification for technical / engineering decisions e.g. how the data is pulled together and the results of calculations.
- Description of how a project outcome was reached and an indication of how technological changes would affect your methods or decisions.

**Achievements**

You should highlight significant achievements within that particular job or volunteer role such as receiving an award for your contributions.

**4. Professional Development Scheme (if applicable)**

You must give details of:

- Formal or structured training or the Professional Development Scheme you have completed e.g. Employer Professional Development Scheme, Apprenticeship Scheme, Cisco or Microsoft Certification, etc.

  - The scheme number, if accredited by the IET. A list of Employer Professional Development Schemes accredited by the IET can be found at: [www.theiet.org/business/accreditation/](http://www.theiet.org/business/accreditation/)

If your professional development scheme was accredited by another institution, please record this under previous and other current schemes and give the name of the accrediting institution and scheme number if applicable.

**5. Professional Services, Papers & Presentations**

Please use this section to record any Professional Services, Papers Presented etc. You can include:

- Any reports, papers and patents published in your name. (If you work in a research or academic environment, summarise your published papers detailing your most recent reports going back no more than 5 years.)

- Any significant technical reports you have written (or co-authored) during your career which demonstrate your technical ability.

**6. Training**

Please provide details of any relevant training courses undertaken as part of your professional development, indicating where these have been certified by an awarding body recognised provider. This may include seminars, lectures, workshops, conferences and on the job training relevant to your profession.

**7. Professional Registration Advisor (PRA)**

If you wish to seek advice on your application you can search for your local PRA via the IET website [www.theiet.org/advice](http://www.theiet.org/advice). PRAs are members with detailed knowledge of the requirements and routes to professional registration. A PRA will also be able to advise on the presentation aspect of making a formal application. Once you have located your local PRA, a draft copy of your application can be exported to a Word document via Career Manager by selecting the ‘Preview Professional Registration Application’ hyperlink on the registration checklist area.
If you have consulted a PRA and they have recommended you to submit this application please provide their name and Membership Number. There is an option for the PRA to provide the IET with their view on your application form and readiness to apply. The PRA may be added as an optional Supporter and will be required to input their details via guest ticket.

8. Supporting Document

Please provide the following documents to support your application:

Accountability Diagram

Please provide an up-to-date accountability diagram providing the following details:

- Two or three levels of authority above and below your post.
- Your post (indicated with an arrow).
- Any professionally registered members of the IET or similar professional bodies, noting their category of membership and registration.
- If you have changed your job within the last three years, include a separate diagram for your previous post, together with the relevant date(s).
- If your organisation operates a flat-based structure, please illustrate.
- Do not use any pictures, colour or shading as these increase the file size.

Verified Certificates

Please provide a copy of all your further or higher education certificate(s) and transcript(s) with your application.

You only need to provide copies of further or higher education certificate(s) relevant to the category of registration you are applying including any which you have already registered with the IET.

If you are applying for an approved apprentice route you should include a transcript of the units you have completed as well as your Apprenticeship Certificate.

Verified Assessment Summary

Also known as a ‘Professional Registration Assessment’ on Career Manager.

If you have a completed Professional Registration Competence Assessment, you can include this to support your professional registration application. You must export a pdf copy of your ‘Assessment Summary Report’, which must have been verified by at least one of your supporters within four weeks of the date you are planning to submit your professional registration application. Upload it within the ‘Supporting Document’ area of Career Manager, selecting ‘Verified Assessment Summary’ as the upload file type.

N.B This document acts only as further evidence to support your application; you are still required to complete all elements of the application form including a detailed employment history. If you do not complete all areas of your application this may be returned to you to provide additional experience.

Development Action Plan

You are required to upload a development action plan to accompany your application for registration. This shows a demonstration of your commitment to maintaining and continuing your professional competence. This does not need to be linked to an organisation and can be self-managed.

Your development action plan is not a record of past development – this will be evidenced in your application; this is a plan for the future with short and long term goals and how you are going to achieve them.
If you are using Career Manager to plan your development you can export a copy of your development action plan from My Development. You should choose to export a copy of all active objectives to show your forward planning.

Your Expertise

In order for us to select appropriate Assessors to review your application, please complete the following information:

Expertise
Please select one area of expertise which most accurately reflects your area of work using the drop down menu

Specialism
Please select a maximum of three areas of Specialism that are most relevant to your field of expertise using the search function.

Preferred Interview Location

Please indicate your preferred Centre for the interview. The IET has facilities in the following UK and Ireland locations and more than 30 International Centres. If your location is not specified in the dropdown menu, please select ‘Other – UK’ or ‘Other – International’.

London | North East England | Other- UK
Birmingham | Glasgow | Other- International
Bristol | Edinburgh
Manchester | Belfast
Leeds | Dublin
Aberdeen

Video conferencing may also be used where available.

If you have special requirements, please let us know so that appropriate arrangements can be made.

Verification

Before you can submit your application to the IET, you should identify the people who will verify your application. These need to comply with the following requirements:

CEng/IEng

Aim to choose supporters who have detailed and up-to-date knowledge of your work so that all the information in the application can be verified.

Please see below who may act in the roles of Supporter:

- **Mandatory**: a supporter who knows or has known you professionally, working at a senior level to you and with direct knowledge of your role and responsibilities, such as your current line manager, employer, Academic-Supervisor, or Training Scheme Coordinator. You must detail your relationship with your mandatory supporter.
• **Preferred**: as well as the mandatory requirement, it is preferable, but not mandatory, for a candidate to have an additional supporter, who is an Engineering Council or international equivalent registered engineer. This person would be a Member, or Fellow, of either the IET or another Professional Engineering Institute (PEI).

• A second and third supporter is optional and may be necessary, for example, if you work on contracts, as an additional signature to enable adequately verified periods for your employment.

Please note your application cannot be submitted until a Supporter has verified your application. If you submit an application without a supporter who meets the mandatory requirements (as above) your application may be returned to you and will require all supporters to re-verify the application.

### Additional Information

- The IET is licensed by the Engineering Council to award the professional engineering qualifications defined in the UK Standard for Professional Engineering Competence (UK-SPEC): [www.engc.org.uk/ukspec](http://www.engc.org.uk/ukspec)

- The information you provide initially will be used to carry out a review of your application. As a result, you may be asked to provide further information about your work experience to successfully demonstrate the competences set out in UK-SPEC. You will receive guidance notes to assist you if you are asked to provide additional information.

- If you have any enquiries, please contact the Registration and Standards Department. The contact details are below.

**Advice** - If you need further help, you may wish to look up a professional registration advisor in your area: [www.theiet.org/advice](http://www.theiet.org/advice)

### Contact Information

Registration and Standards Department

Tel: +44 (0) 1438 767333
Email: profreg@theiet.org

Armed Forces enquiries
Email: armedforces@theiet.org