**Introduction**

**Professional Registration**\*

The purpose of this guidance is to assist electricians applying for the professional engineering qualification Electrician EngTech (Engineering Technician).

The Recognised Electrician EngTech Standard sets out 5 main competence requirements that you will need to demonstrate to successfully achieve EngTech.

The information you provide initially will be used to carry out a review of your application. You may be asked to provide further information about your work to meet all of the competences required.

You can find a copy of the competency criteria from the Recognised Standard at

[www.theiet.org/electrician-engtec](http://www.theiet.org/electrician-engtec)h.

Should additional information be required, the IET will provide guidance to indicate what additional content is needed.

This guidance will help you to complete your application form as simply and accurately as possible.

There are two main sections to the application form, these cover:

― **About you** (information on your education and working life so far)

― **Assessment questions** (your opportunity to outline how you meet the criteria) Your application form should be completed electronically.

***\*****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.*

**A Your Details**

**First Name, Family Name**

**T**he names you provide in this section will be used for all correspondence, including your Professional Registration certificate following a successful application. If you wish a middle name to be included on your certificate, please include this in the First Name field.

**Professional Registration Advisor or (PRA)**

If you have consulted a PRA and they have recommended you submit this application please provide their name.

PRAs are IET professionally registered members. They have detailed knowledge of the application process and competences. A lot of these members have been through a similar journey, starting off as an apprentice electrician and working their way through to qualified electrician. They have a great appreciation of the work involved on site and how this maps to the EngTech qualification**.**

If you have not yet consulted with a PRA and think this would be helpful you can find an Advisor here:

[www.theiet.org/advic](http://www.theiet.org/advice)e

 **B Current Employment**

Please complete details of your current employment and indicate your preferred contact details e.g. home or business.

**C Your Expertise**

This is prepopulated for you on the application form

**D Membership**

As a requirement by the Regulator, the Engineering Council, you will need to hold membership of a professional engineering institution/organization before submitting your application.

The IET will process your application for both membership and registration when you submit your application form. Further details can be found here:

[http://www.theiet.org/membership/profreg/fees](http://www.theiet.org/membership/profreg/fees/)/

 **E Technical Trade Education, Training or Professional Development (if applicable)**

Please provide all details of Electrotechnical skills qualifications and trade related learning, **not**

secondary education/school qualifications.

― any formal electrotechnical apprenticeship schemes completed;

― any technical qualifications, e.g. S/NVQ Diploma, HNC/D etc., that are electrical, managerial, or otherwise relevant, plus formally assessed ‘on the job’ electrical training, as per the Recognised Electrician EngTech Standard;

― any other ‘on the job’ training;

― any certificate of education, training or formal ‘on the job’ qualifications. These must be signed by one of your Supporters as a true copy of the original. *(Supporters information is explained in Section J of this guidance);*

― formal or structured training or the Professional Development Scheme you have completed e.g. Employer Professional Development Scheme, Apprenticeship Scheme, etc.;

― any electrical courses that have enhanced your skills e.g. Wiring Regulations, Inspection and

Testing, Solar Photovoltaics, Building Regulations etc.;

― current Health and Safety training and qualifications; and

― military resettlement electrotechnical courses.

**F story**

**F Career History**

Experience in the workplace is vital to Professional Registration. This section is your opportunity to ‘sell yourself’ through your experience.

You should write an extended description of your current role, or the role that is most relevant to your application.

For your past employment, you should order these starting with your earliest job role. Here are some other useful tips:

― Describe your roles and responsibilities carefully and concisely

― Keep it personal. This is your opportunity to talk about your own achievements, tasks and actions, not the team’s achievements

― Use terms such as “I developed, built, tested, commissioned, operated, maintained, supervised, achieved…”

― “I achieved X at…” is a more useful statement than “X was achieved at…”

― Avoid using jargon and unnecessary or unexplained abbreviations

― Remember to use language that can be easily understood by someone who is not a specialist in your field

― Remember to include the dates, employer, job title and the roles and responsibilities you had

 **G Assessment Questions**

Professional competence combines your knowledge, understanding, skills and values. It is important to remember this when writing and to demonstrate **more than** just being able to perform a specific task.

Take this opportunity to stress your ability to do things correctly, safely, effectively and consistently. Provide clear details when explaining your work experience.

The assessors will be looking for evidence of how you gained and how you apply your technical skills at work. These statements may be helpful to you while writing:

Professional electricians:

― solve practical problems by using proven methods and procedures;

― can competently manage or supervise colleagues or specific technical areas;

― can demonstrate that they work safely at all times;

― can communicate technical matters clearly and concisely;

― demonstrate a commitment to professional values.

Tell us how you have met the competences required from your experiences.

You will need to answer the following 3 assessment questions where you should consider how you approach a job.

**Assessment Question One**

Describe what you have learned during your career and how you apply that learning in the work you do.

***Provide an example of a project or task where you have solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used. Identify the way you used your knowledge of technical and engineering principles to complete the project or task.***

When considering how to present your evidence you might think about:

― How did you report or make recommendations regarding what you did to your employer and/or to other people involved?

― Ensuring you include anything you did to prevent harm to people, equipment and the environment, e.g. safe systems of work, permits to operate, etc.

The following list indicates the information that the assessors are looking for when reviewing your evidence for Question 1. It isn’t a tick list, because not all the items will be covered in the project(s) you are describing. Try to answer Question 1 in 350 – 500 words.

― How do you identify problems, diagnose faults or define improvements?

― What technical principles were used?

― How do you identify the options, techniques, procedures, methods available to solve a problem?

― Where have you exercised personal responsibility, what decisions and recommendations did you make?

― What is the process for the checking of your work?

― What technical standards and legislation do you work to?

― Explain the reason for choosing your example (legislation, environment, longevity, material selection, buildability, ease of maintenance etc.)

― Did your choices save time or money?

― If relevant, who are your customers / stakeholders and how do you tell them that the job has been done?

― What do you do if you know something is wrong or likely to go wrong?

― Give an example where you have had to apply health, safety and welfare requirements in your work and explain what could have happened if you had not done this.

― How large is the team within which you work and what is your role?

― How do you communicate the need to get the job done?

**Assessment Question Two**

Describe the supervision and management of your work and that of

others. The assessors will also be looking for evidence of how you communicate to others about your work, for example, through reports, Tool-Box Talks, updates to your colleagues and management,

and so on.

***Give an example of how you have identified, planned and organised the resources needed to effectively complete another project. Explain how you took into consideration cost, quality, safety and any environmental impact. For example, you may have needed to plan a new electrical installation or a significant amendment to an existing electrical installation.***

Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome. The following list indicates the information that the assessors are looking for when reviewing your evidence for Question 2. As in Question 1, it isn’t a tick list, because not all the items will be covered in the project(s) you are describing. Try to answer Question 2 in 350 - 500 words

― How do you use your technical knowledge to do the job?

― How do you collect, analyse and generate data?

― How did you use the equipment?

― How do you identify the resources – people, tools, materials, contractors and technical information?

― How do you report and /or rectify problems with regard to time, cost and quality and make sure it doesn’t happen again?

― Do you train, mentor or coach others?

― Do you attend meetings and feedback progress?

― How do you know people are safe?

― How do you prioritise your work?

― What precautions do you take to prevent harm to people, equipment or data and the environment?

― Give a brief description of a task where you have completed a Risk Assessment / actions taken to minimise risk.

― How have you contributed to environmental sustainability?

**Assessment Question Three**

The assessors will be looking for how you demonstrate a professional approach to the work you do, how you maintain and develop your knowledge, skills and expertise and how you approach health and safety.

***Give examples of where you have applied/upheld ethical principles (for example: evidence a professional approach to your work, as defined by the Institution’s Rules of Conduct requirements and your own Company’s (or Clients’) Codes of Practice, where relevant.***

***Show how you undertake electrical tasks in a way that contributes to sustainable development and how you manage and apply safe systems and health and safety at work. Explain how you identify, carry out and record the ongoing training you do to update your knowledge for continuous improvement and knowledge etc. that is necessary to maintain and enhance your competence in your area of work***.

In providing evidence for this, think about the following points.

― How you comply with the Institution’s Rules of Conduct?

― How do you abide by your company and/or industry code of conduct?

― If relevant, describe your annual appraisal process.

― If relevant, do you have a training plan / plan to meet personal and organisational objectives?

How do you achieve this plan?

― Are you planning to do any courses or on the job training in the future?

― What job would you like to do in the future / how will you plan for this?

― Do you support and mentor others? How is this done?

Further guidance to assist you in answering Question Three can be found in the Engineering Council’s Statement of Ethical Principles: [http://www.engc.org.uk/standards-guidance/guidance/statement-o](http://www.engc.org.uk/standards-guidance/guidance/statement-of-)f- ethical-principles/

**H Declaration**

Please sign and date the application confirming the statements given are true to the best of your knowledge.

**I Supporter(s) Details**

You should aim to choose a Supporter (or 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 role of Supporter:

― Current or previous line manager, mentor, employer or client who knows you or has known you in a professional capacity. This could include the contractor to whom you are sub- contracting.

― Additionally, you may choose one or more other supporters, for example you may choose to get support from a Member or Fellow of the IET or another professional technical or scientific organisation of equivalent standing to the IET

― The second Supporter signature is **optional** and may be necessary, for example, if you work on contracts, as an additional signature to enable adequate verification of periods for your employment.

**Professional Registration Advisor (PRA)**

If you have consulted a PRA, 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 complete the **optional** Supporter Reference Form and will be required to input their details within this section of the application form.

  **J Supporter Reference Forms(s)**

**J Supporter Reference Form(s)**

Please complete Section 1 of the Supporter Reference Form and pass a copy of the letter and form to your Supporter(s) for completion. The completed Supporter Reference Form(s) should be either submitted with your application form or emailed/posted directly to the IET by your Supporter(s).

**Please note your registration cannot be completed until the mandatory Supporter Reference**

**Form(s) have been received and reviewed as part of your overall application.**

**Additional Information**

**ditional Information**

If you have any queries, 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/adv](http://www.theiet.org/advice)ice

**Fee for professional registration**

Upon submission of your EngTech application, you will be required to pay:

― Non-refundable professional registration application fee – payable in Sterling (GBP £) within seven days of submission of your application in order for the application process to begin [http://www.theiet.org/membership/profreg/fees](http://www.theiet.org/membership/profreg/fees/)/

― IET annual membership fee *(if not already an IET Member)*

[*http://www.theiet.org/membership/types/fees*](http://www.theiet.org/membership/types/fees/)*/*

In addition, successful applicants are also required to pay:

― An Engineering Council Register admittance fee [http://www.theiet.org/membership/profreg/fees](http://www.theiet.org/membership/profreg/fees/)/ which is collected by the IET and forwarded to the Engineering Council. Only on receipt of this payment can your details be sent to the Engineering Council for inclusion on to their register. Once your details have been added to the Engineering Council register you are able to use your Professional Registration designatory letters. eg John Smith EngTech TMIET, Ian Green EngTech MIET

Please note that if payment is not received within three months of notification, your application may be closed.

**Contact Information**

Registration and Standards Department Tel: +44 (0) 1438 767333

Email: Profreg@theiet.org