

# The Institution of Engineering and Technology

MOD/Armed Forces Webinar

Heather Brophy  
MOD Development Manager





# Agenda

About the IET

Membership & Benefits

Professional Registration

Application & Support

Q&A

# About the IET

## MULTI-DISCIPLINARY

The UK's only multi-disciplinary institution working across five key sectors:



# 168,000 MEMBERS

The UK's largest professional  
institution  
for Engineers and Technicians



# 4,000 VOLUNTEERS



# About the IET

## Communications

including Telecoms and Signal Processing, Radar, Sonar & Navigation, RF and Microwave, Mobile

## Power

including Generation, Transmission, Distribution, Utility/Supply, Fossil, Renewable, Oil and Gas

## Financial Services

## Biotechnology

## Public Services

## Education

## Defence

## Construction

## Transport

including Aerospace, Automotive, Rail

## Manufacturing

including Food, Drink & Pharmaceutical, Manufacturing and Process Engineering

## Management

including Consultancy

## Electronics

including Embedded Systems, EMC, Consumer Electronics, Power Electronics

## IT

including Software, Hardware, Cybersecurity

## Control and Automation

including Drives and Controls, Machine and Panel Building

# IET Corporate Partners





# Membership and Benefits

E&T Magazine

E&T Magazine, our award winning monthly members magazine with features and articles on today's engineering stories.



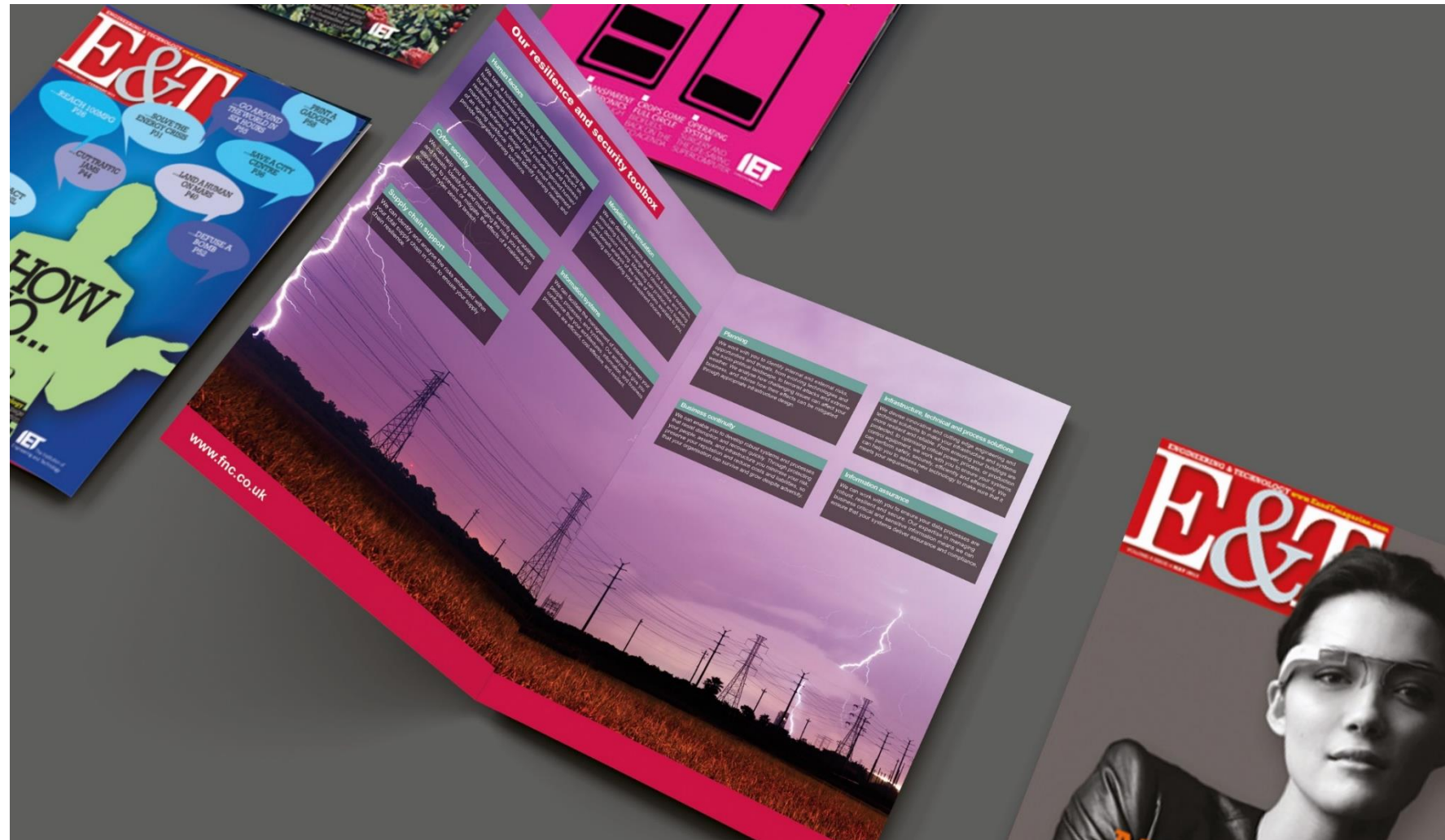
Award winning



Available on your tablet



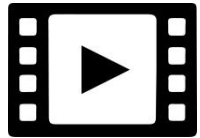
Published once a month, and access to back catalogue.



# Membership and Benefits

IET.tv

A definitive collection of engineering video content, including lectures, presentations, teaching materials and news, allowing you to view seminars you couldn't attend in person.



**10,900**

videos & counting



**Searchable**

by keywords



# Membership and Benefits

The IET Local Networks provide opportunities for like-minded people to network, share ideas and expertise, collaborate, learn and keep abreast of news and views.



## **United Kingdom**

*Channel Islands*  
Channel Islands Network

## *Scotland*

IET Scotland  
Scotland North Network  
Scotland South East Network  
Scotland South West Network

## *Northern Ireland*

Northern Ireland Network

## *Wales*

Wales North Network  
Wales South East Network  
Wales South West Network

## *East Midlands*

East Midlands Network

## *Eastern*

Anglian Coastal Network  
Bedfordshire and Hertfordshire Network  
Cambridge Network  
Essex Network  
Peterborough and Huntingdon Network

## *London*

London Network

## *North East*

Northumbria Network  
Teesside Network

## *North Western*

Lancashire and Cumbria Network  
Manchester Network  
Mersey and Western Cheshire Network  
Wales North Network

## *South Eastern*

Kent Network  
Surrey Network  
Sussex Network

## *South Western*

Bristol Network  
Devon and Cornwall Network  
Gloucestershire Network  
Somerset and West Wiltshire Network  
Swindon Network

## *Southern*

Dorset and South Wiltshire Network  
Solent Network

## *Thames and Chiltern*

Berkshire Network  
Buckinghamshire Network  
Oxfordshire Network

## *West Midlands*

Birmingham Network  
Coventry and Warwickshire Network  
Hereford and Worcester Network  
North West Midlands Network  
Shropshire Network

## *Yorkshire*

Humber Network  
North Yorkshire Network  
South Yorkshire Network  
West Yorkshire Network

## IET Communities – Local Networks

## **Europe**

Barcelona Group  
Cyprus Network  
Czech Republic Network  
France Network  
Germany Network  
Gibraltar Network  
Greece (Hellas) Network  
Ireland Network  
Italy Network  
Malta Network  
Portugal Group  
Switzerland Network

## **Middle East**

Bahrain Network  
Egypt Network  
Kuwait Network  
Qatar Network  
Saudi Arabia Network  
United Arab Emirates

## **Africa**

Ghana Network  
Mauritius Network  
Nigeria Network  
South Africa Network


## **Pakistan**

Pakistan Network

## **Canada**

Toronto Network  
Ottawa Network  
Montreal

## **USA**

New England Network  
Chesapeake Community  
IET Purdue University  
Gulf of Mexico Network   
Southern California Network

## **Caribbean**

Caribbean Network

## **South America**

Brazil Community

## **Australia**

Australia Network  
New South Wales Network  
Queensland Network  
South Australia and Northern Territory  
Tasmania Network  
Victoria Network  
Western Australia Network

Brunei Darussalam

Brunei Darussalam Network

## **China**

Beijing Network  
Shanghai Network  
Xi'an Network  
Hong Kong Network

## **Japan**

Japan Network

## **Malaysia**

Malaysia Network

## **New Zealand**

Auckland Network  
Christchurch Network  
Wellington Network

## **Singapore**

Singapore Network

## **India**

Bangalore Network  
Kolkata Network  
Chennai Network  
Delhi Network  
Mumbai Network  
Pune Network

## **Sri Lanka**

Sri Lanka Network

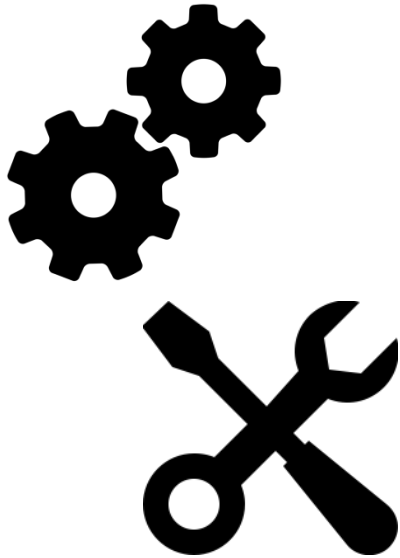
## **Burma**

Burma Network



# Membership and Benefits

The IET supports Technical and Professional Networks driven by groups of volunteers who work or have expertise within the topic area.



## Technical

Building Information Modelling  
Cyber Security Community  
Data Centre Engineering Community  
Electrical Safety Management  
EVI-GTI  
Functional Safety TPN  
Future Energy Community  
IET Aerospace Network  
IET Antennas and Propagation Network  
IET Automotive and Road Transport Systems Network  
IET Built Environment Sector  
IET Consultants Network  
IET Control and Automation Network  
IET Design and Production Sector  
IET Electromagnetics Network  
IET Energy Sector  
IET Healthcare Technologies Network  
IET History of Technology Network  
IET Hong Kong Electronics and Communications Section  
IET Hong Kong Informatics and Control Technologies Section  
IET Hong Kong Management Section  
IET Hong Kong Manufacturing and Industrial Engineering Section  
IET Hong Kong Power and Energy Section  
IET Information and Communications Sector  
IET Manufacturing Network  
IET Midlands Power Group  
IET Multimedia Communications Network  
IET Power Generation, Conversion and Utilisation Network  
IET Power Systems and Equipment Network  
IET Power Trading and Control Network  
IET PYA Superyacht Chief Engineer & ETO Expert Working Groups  
IET Radar, Sonar and Navigation Network

## IET Communities – Technical and Specialist

IET Railway Network  
IET RF & Microwave Technology Network  
IET Robotics and Mechatronics Network  
IET Satellite Systems and Applications Network  
IET Scotland E,C & I Network  
IET Transport Sector  
IET Tribology Network  
IET Vision and Imaging Network  
IET/ACostE Project Controls Network  
IET/IAM Asset Management Network  
Infrastructure Operators Adaptation Forum  
International Measurement Community (IntMC)  
Lighting Community  
Midlands Automotive Network  
Midlands Communications Network  
Midlands IT Network  
Oil and Gas Community  
Power Electronics, Machines & Drives  
Raspberry Pi Resources  
Systems Engineering Community

## Specialist

CC-UK CVC Delegate Challenge Group  
Colloquium on Antennas, Wireless and Electromagnetics  
Community Administrators Group  
Diamond Jubilee Scholars  
Engineers and Dyslexia  
Help  
Horizontal Innovation Community  
IET Connect - IET Benevolent Fund  
IET India - Internet of Things Panel  
IET Initial Professional Development  
IET Innovation Awards  
IET London: Savoy Place upgrade  
IET on campus administrators  
IET Plus! For events user group  
IET Professional Development  
IET Schools Liaison Community  
IET Volunteers  
IET Scotland - Science, Education & Management Network  
IET- Registration and Standards  
LGBT Network  
MF/1 Community  
Next Generation Local and Access Networks  
The IET Women's Network

# Awards



Armed Forces Technician of the Year Award



Churchill Medal Award



# Continuing Professional Development (CPD)

Career & Learning > Professional development > Continuing Professional Development

## Continuing Professional Development (CPD)

Record all your achievements and build your career – your CPD is your professional portfolio.

### What is Continuing Professional Development?

As the name implies, Continuing Professional Development (CPD) is with us throughout our careers, allowing you to stay in touch with developments in engineering.

### Getting Started with CPD

CPD is the ongoing process of tracking and documenting the skills, knowledge and experience that you gain both formally and informally as you work.

# Membership and Benefits



**APPRENTICE  
MEMBER**



**STUDENT  
MEMBER**



**ASSOCIATE  
MEMBER**

**TECHNICIAN  
MEMBER  
(TMIET)**

**MEMBER  
(MIET)**



**FELLOW  
(FIET)**



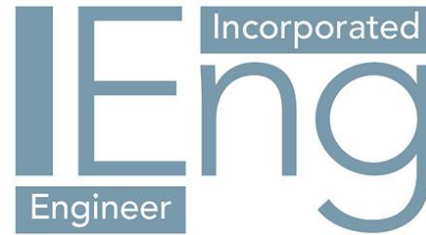
## Join the IET

We will contact non-members directly to offer personal assistance to join over the phone or call +44(0)1438 767648



# Professional Registration

## The Qualifications



other:

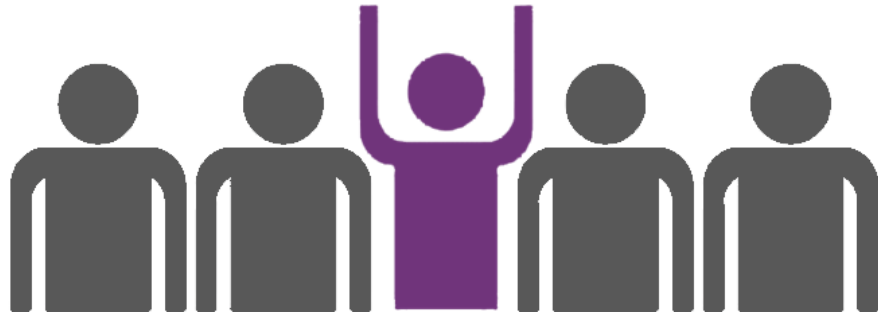




- If you're an IET Member and a CEng or IEng and have 5+ years of management experience
- 50% discount on CMI membership if you apply via this route and on following renewal fees
- Email [membership@theiet.org](mailto:membership@theiet.org) with your membership number to receive a link to the online form

# Professional Registration

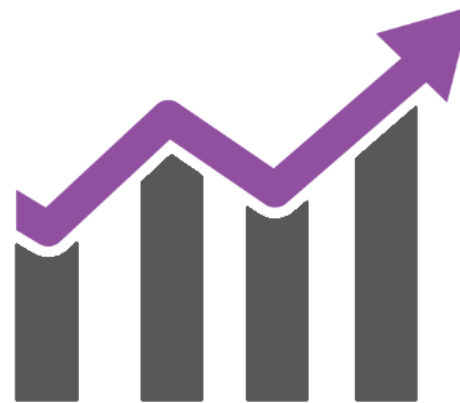
Why become Professionally Registered?



STAND OUT FROM THE CROWD



DEMONSTRATE  
PROFESSIONAL  
COMPETENCE



CAREER  
PROSPECTS



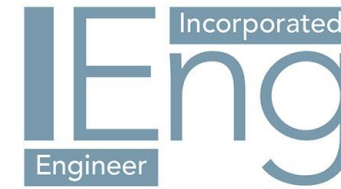
HELP YOUR  
ORGANISATION  
SUCCEED

# Professional Registration

## The Registrations



- **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.



- **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.



# Professional Registration

## The Registrations



- **Apply proven techniques and procedures** to practical engineering problems
- Hold **supervisory or technical responsibility**
- Contribute to design, development, manufacture, commissioning, decommissioning or operation
- **Maintain** products, equipment, processes or services
- Show a creative approach to your work
- **Apply** safe systems of working.



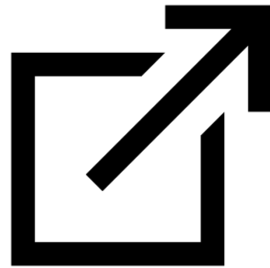
- **Support or enable** the use of ICT equipment and applications by others
- Select and **use appropriate** ICT resources, techniques, configurations, procedures and methods
- Install, operate, support, or maintain ICT systems
- Protect ICT systems from intrusion, damage or data loss
- Accept or exercise personal responsibility for ICT systems.

# Professional Registration

## Competence Framework (UK-SPEC)



PART A.  
KNOWLEDGE AND  
UNDERSTANDING



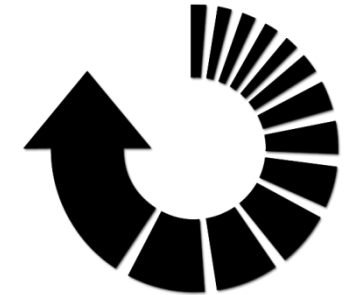
PART B.  
APPLICATION  
TO PRACTICE



PART C.  
LEADERSHIP,  
MANAGEMENT  
OR  
SUPERVISION



PART D.  
INTERPERSONAL  
SKILLS



PART E.  
COMMITMENT TO  
PROFESSIONAL  
STANDARDS

[www.ukspec.org.uk](http://www.ukspec.org.uk)

# Professional Registration

## Underpinning Knowledge & Understanding

### The benchmarks:

**68%** of successful applicants via the IET do not have these academic qualifications

### Benchmark UK&U achieved by demonstrating:

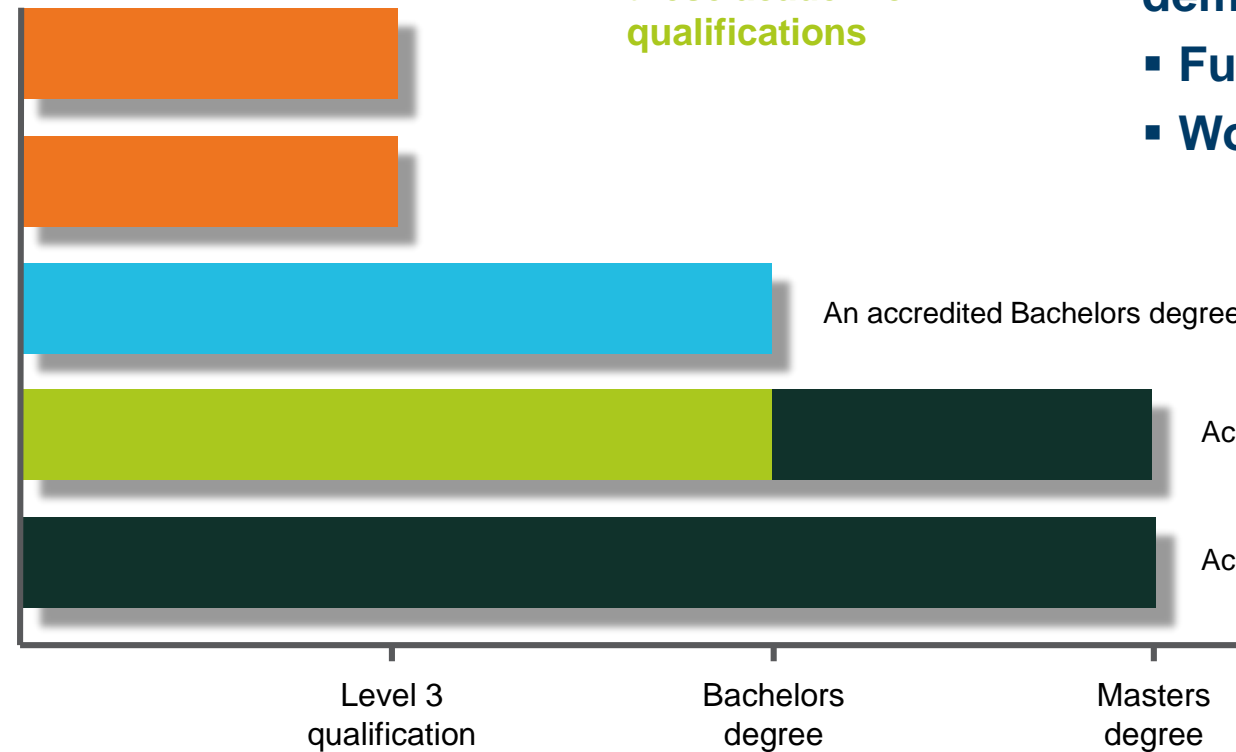
- Further learning
- Work-based learning

Engineering  
**EngTech**  
Technician

ICT  
**ICTTech**  
Technician

Incorporated  
**IEng**  
Engineer

Chartered  
**CEng**  
Engineer



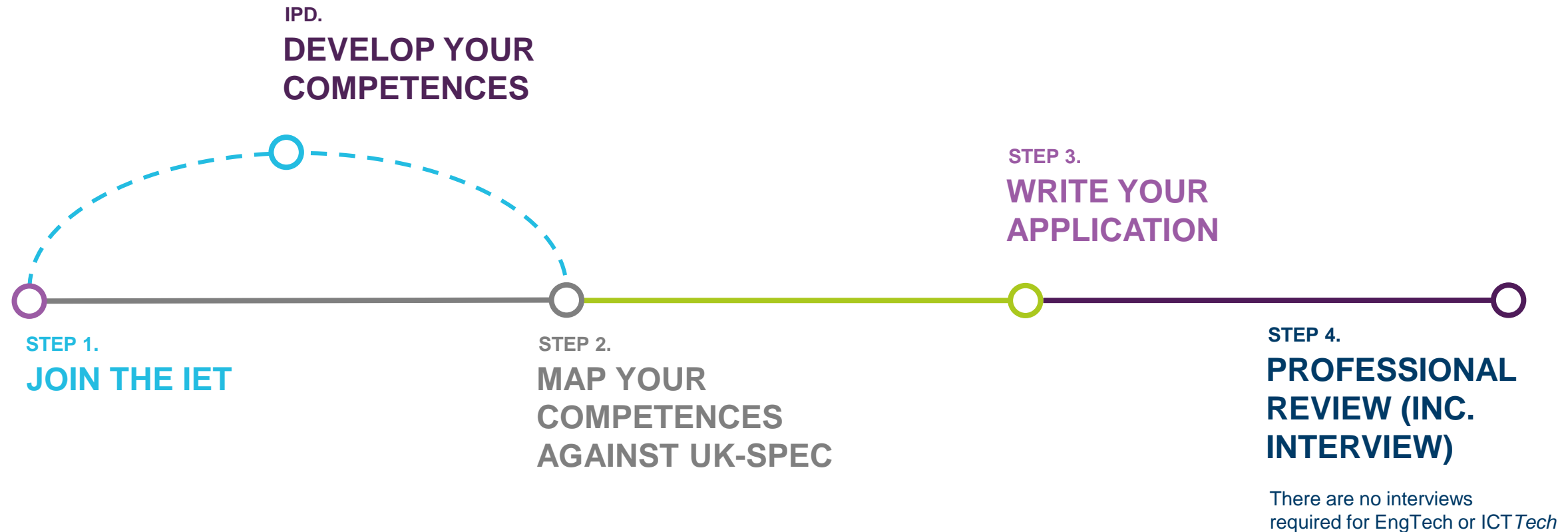
An accredited Bachelors degree in engineering or technology

Accredited Bachelors plus an accredited Masters Degree

Accredited MEng

# Professional Registration

## The Process







### Standard/Individual Route

- Open to anyone who wishes to apply for professional registration (currently serving/ex-serving/civilian)
- Apply online via Career Manager



### Defence Engineer Registration Scheme (DERS)

- Dependent on meeting eligibility criteria
- Streamlined application form and assessment process
- Endorsement via relevant HQ required



### Standard/Individual Route

- Open to anyone who wishes to apply for professional registration (currently serving/ex-serving/civilian)
- Apply online via Career Manager

# Standard/Individual Route

## The Application Form

### Personal Information

Title	First Name	Family Name
Post Nominals	Date of Birth	
Gender		
Home Address		
County/State	Country	
Postcode	Home Phone	Mobile
Email		

### Membership Details

Membership Number	Membership Type
-------------------	-----------------

### Current Employment

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

### Education

Establishment Name	Qualification /Course	Classification	Course Type	Dates

### Schemes

Scheme No.	Organisation	Acceptance Date	Dates

### Achievements

Title	Publisher	Date

### Career History

Employer	Job Title	Type
Start Date	End Date	Rank: Unit:

### Responsibility

### Personal Achievements

### Training

Course Title	Provider	Duration (hrs)	Comp. Date	Certified

### Professional Registration Advice & Your Expertise

Preferred Interview Location	
Name of Professional Registration Advisor (PRA) (if applicable)	Date of Advice
PRA Comments	
Sector	Specialism 1
Specialism 2	Specialism 3

# Standard/Individual Route

Apply Online using Career Manager

Create your application form, upload supporting documents and submit to the IET for assessment using Career Manager.



## Guidance notes

It's important to read these before starting.



## Support

Contact the IET Professional Registration department if you need any support.





## Professional Registration

Every day at 12pm (30 mins)

Whether you're considering becoming Professionally Registered or already have your application underway, have your questions answered by our team.



## Initial Professional Development

Every Friday at 1 pm (30mins)

For those just starting out on your journey, gain direction on career development and available tools.



## Apprentice, Technician EngTech

First Thursday of every month at 1:00 pm (30mins)

If you currently have a level 3 qualification in engineering or are working towards one, why not consider applying for Engineering Technician status with the IET. Join us on this monthly webinar to learn everything you need to know.



<https://www.theiet.org/career/professional-registration/getting-help-with-your-application/professional-registration-webinars/>

Or google 'IET Professional Registration Webinars'

# Application & Support

## Supporters

These are individuals, who verify the information you include in your application providing you with a reference



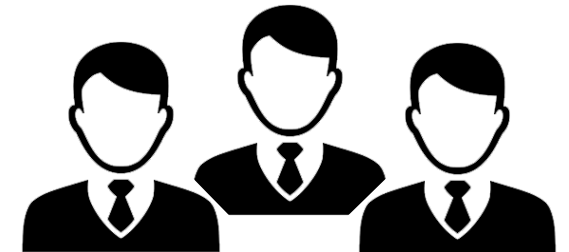
### Mandatory

Knows you professionally, working at a senior level to you and with direct knowledge of your role and responsibilities



### Preferred

A supporter who is Engineering Council or international equivalent registered engineer, who is a Member or Fellow of the IET or another Professional Engineering Institute (PEI).



### Optional

A second and third supporter is optional e.g. contractors/frequent job moves to enable adequately verified periods for your employment.



## Defence Engineer Registration Scheme (DERS)

- Dependent on meeting eligibility criteria
- Streamlined application form and assessment process
- Endorsement via relevant HQ required

# Defence Engineer Registration Scheme

DERS

1

- Check **eligibility criteria**
- Download application form

2

- Complete application form
- Obtain endorsement from approved endorser

3

- Submit application, including endorsement, to the IET for assessment
- IET Assessment (inc. PRI for CEng/IEng)



# Defence Engineer Registration Scheme

## Application Form



Defence Engineer Registration Scheme  
For Engineers, Technicians and Technicians

Professional Registration Application Form  
Part 1

### A Registration Scheme

Please indicate below which Defence Engineer Registration Scheme you are applying under:

☐ RAF ☐ ROME ☐ RNWE ☐ RNAC ☐ RNAC ☐ R SIGNALS ☐ RE ☐ DESG ☐ DSTL

### B Registration

Please indicate below which category of registration you wish to apply for:

☐ ICE Technician ([ICE Tech](#)) ☐ Engineering Technician (EngTech)  
☐ Incorporated Engineer (ICE) ☐ Chartered Engineer (CEng)

### C Membership

You must become a member of the IET before submitting an application for professional registration.

You can apply to become a member by calling +44(0)1468 707648 or visiting [www.theiet.org/apply-to-join](http://www.theiet.org/apply-to-join)

Please provide your membership number in the space provided below:

Membership Number:

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

### D Your Details

First Name		Family Name	
Post Address		Date of Birth DDMMYY	
Home Address			
Current Postal		Postcode	
Home Phone		Mobile Phone	
Presented Volunteer's service			
Name of Professional Registration Advisor (PCA) (if applicable)			

Please specify your gender: ☐ Male ☐ Female

### E Current Employment

How did you Service No.		Date	
Current Address			
Current Postal		Postcode	
Home Phone		Mobile Phone	

Which address would you like all correspondence sent to? ☐ Home ☐ Business



Defence Engineer Registration Scheme  
For Engineers, Technicians and Technicians

Professional Registration Application Form  
Part 1

### F(a) Formal Education

In this section you should provide details of all academic or educational qualifications (e.g. BEng, BSc, MSc, PhD, IIND, City & Guilds etc.); any formally assessed work-based learning (e.g. NVQs)

Qualification	Level	Issued/Completion Date	Issued/Completion Location	Issued/Completion Date	Issued/Completion Date

### F(b) Military or Job-Specific Education/Training

In this section you should provide details of all relevant military or job-specific courses, training, qualifications and awards;

Qualification	Level	Issued/Completion Date	Issued/Completion Location	Issued/Completion Date

### G Career History

Summarise your employment history, in chronological order starting with your earliest post and include your main responsibilities and achievements in that role. Please provide details of your work experience, try to identify instances that show how your experience demonstrates achievement of the registration competences, especially focussing on your personal achievements. Please read 'About this form' at the end of this application for further guidance.

Employment Date	Employment Title	Employment Title & Relevant Experience



Defence Engineer Registration Scheme  
For Engineers, Technicians and Technicians

Professional Registration Application Form  
Part 1

### H Declaration

I understand and consent to the information provided on this form being processed by the IET for its sole use and that of its associated organisations, including the Engineering Council for registration purposes, as well as my Local Network, for the purpose of promoting, delivering and improving my experience of the IET and its products and services or such other purposes as are described in the IET Privacy Statement. If either now or in the future I am based outside the European Economic Area (the "EEA"), my information may be transferred outside the EEA (for example to my Local Network or IET Global Office) to enable me to benefit from the IET opportunities overseas or, where required, to enable the IET to meet any legal or other legislative obligations in that country. The benefits of IET membership are enjoyed by our members globally. However, if you do not wish to receive notification of IET products and services which may be of interest and benefit to you (by post or electronic means) please tick this box ☐

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

The information on this form (excluding payment details) may be shared with your branch of the Armed Forces or Defence Services.


Signature of Candidate	Date
------------------------	------

Your application must now be sent to your relevant DERS Scheme Co-ordinator for endorsement to complete the actions below. For additional information or details, please visit [www.theiet.org/members/ders](http://www.theiet.org/members/ders)

Please note that your application may be returned to you for further information or additional supporting evidence if it is considered that you have not provided sufficient details or evidence relevant to registration.

# Defence Engineer Registration Scheme

## Application Form

The Institution of  
Engineering and Technology

Defence Engineer Registration  
Scheme  
For Engineers, Technologists and Technicians  
Professional Registration Application Form  
V.3.3 Sept 19

**A Registration Scheme**

Please indicate below which Defence Engineer Registration Scheme you are applying under:

☐ RAF ☐ REME ☐ RNWE ☐ RNAE ☐ RNME ☐ R SIGNALS ☐ RE

Ensure that you have met the relevant eligibility criteria before continuing. Eligibility criteria can be found at [www.theiet.org/armed-forces](http://www.theiet.org/armed-forces)

**B Registration**

Please indicate below which category of registration you wish to apply for:

☐ ICT Technician (ICTTech) ☐ Engineering Technician (EngTech)  
☐ Incorporated Engineer (IEng) ☐ Chartered Engineer (CEng)

**C Membership**

You must become a member of the IET before submitting an application for professional registration.  
You can apply to become a member by calling +44(0)1438 767648 or visiting [www.theiet.org/armed-forces](http://www.theiet.org/armed-forces)  
Please provide your membership number in the space provided below:

Membership Number:

**D Your Details**

Title	First Name	Family Name
Post Nominals		Date of Birth DD/MM/YY YY
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

**E Current Employment**


Rank/Rate Service No.	Unit	
Business Address		
County/State	Postcode	Country
Business Phone	Business Email	

Which address would you like all correspondence sent to? ☐ Home ☐ Business

## Page 1

- Personal & Employment Details
- Membership Number
  - Your Membership must be active prior to submitting your application



**The Institution of  
Engineering and Technology**

Defence Engineer Registration  
Scheme  
For Engineers, Technologists and Technicians  
Professional Registration Application Form  
V.3.3 Sept 19

**E Your Expertise**  
Please refer to the guidance notes for the lists of Expertise and Specialism and insert the relevant codes which can be found in the guidance notes at the end of this form:  
Expertise: ☐  
Specialism: ☐ ☐ ☐ Other: \_\_\_\_\_

**G (a) Formal Education**  
In this section you should provide details of all academic or educational qualifications (e.g. MEng, BEng, MSc, HNC, HND, City & Guilds etc.); any formally assessed work-based learning (e.g. NVQs). Please complete chronologically, with most recent first;

Start Date	End Date	Course/Qualification Title	Educational Establishment	Classification	FT/PT/SW/ Distance Learning

**G (b) Military or Job-Specific Education/Training**  
In this section you should provide details of all relevant military or job-specific courses, training, qualifications and awards; Please complete chronologically, with most recent first;

Start Date	End Date	Course/Training	Location	Outcome/Award

2

## Page 2

- Your Expertise
- Education
  - Formal Education
  - Military or Job Specific Education/Training

### H Career History

Summarise your complete employment history, in chronological order starting with your most recent post or job role and include your main responsibilities and achievements. Provide details of your work experience and try to identify instances that show how your experience demonstrates achievement of the registration competences (UK-SPEC and ICTech The Standard), especially focussing on your personal achievements. Please include any career gaps or non-military experience, if applicable.

Please read 'About this form' at the end of this application for further guidance. Continue additional pages as required.

Start/End Date	Rank & Unit	Full Job Title & Relevant experience and personal achievements

## Page 3 (extendable)

- Career History
  - Summarise your complete career history
  - Chronological order, starting with your most recent post and include your main responsibilities and achievements
  - Provide details of your work experience and try to identify instances that show how your experience demonstrates achievement of the registration competences (UK-SPEC and ICTech: The Standard)
  - Focus on your personal achievements and contribution
  - Please include any career gaps or non-military experience, if applicable

# Defence Engineer Registration Scheme

## Application Form



Defence Engineer Registration  
Scheme  
For Engineers, Technologists and Technicians  
Professional Registration Application Form  
V.3.3 Sept 19

### I Development Action Plan (DAP)

Required for CEng/IEng only

A DAP is only required for applicants applying for Chartered Engineer (CEng) or Incorporated Engineer (IEng). The Development Action Plan (DAP) should be presented on a separate form to be submitted with your application form. A DAP is a demonstration of your commitment to maintaining professional competence, often referred to as Continuing Professional Development (CPD). This does not need to be linked to an organisation: it can be self-managed.

This 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. It can be as simple as an A4 sheet of paper, or it could be a summary print out from the Personal Development tab in Career Manager (if you use Career Manager). It is about identifying and prioritising your development needs and opportunities. For example, you may wish to move into engineering management, this may require you to gain an MBA.

It is also about updating particular areas of competence, so that as a practicing engineer you are fully in line with the current requirements, development of personal and management skills and broadening of experience leading to new career opportunities.

### J Declaration

I understand and consent to the information provided on this form being processed by the IET for its sole use and that of its associated organisations, including the Engineering Council for registration purposes, as well as my Local Network, for the purpose of promoting, delivering and improving my experience of the IET, its products and services. IET Privacy Statement: <https://www.theiet.org/help/privacy.cfm>

As a Member of the IET, you'll receive information, news and details of events, products and services that will support your professional journey and hear about the IET and its activities generally. If you would prefer not to, please tick this box: ☐ Change your marketing preferences at any time by either contacting the IET by post, following the link on a received email or amending your preferences if you have a MyIET online account.

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

The progress and outcome of your application may be shared with your relevant DERS Scheme Co-ordinator or Endorser. If you would prefer for this information not to be shared, please email [armedforces@theiet.org](mailto:armedforces@theiet.org) with this request.

Signature of Candidate	Date
------------------------	------

Your application must now be sent to your relevant DERS Scheme Co-ordinator/Endorser to request endorsement. For additional information or details, please visit [www.theiet.org/armed-forces](http://www.theiet.org/armed-forces)

Please note that your application may be returned to you for further information or additional supporter evidence if it is considered that you have not provided sufficient details or evidence relevant to registration.

## DAP & Declaration

- Development Action Plan (CEng/IEng only)
- Declaration
  - Electronic signatures accepted

This section is for completion by the relevant Defence Engineer Registration Scheme Endorser. Please forward your completed application to your relevant Service Defence Engineer Registration Scheme Endorser for completion.

For further details or if you are unsure of your endorser, please visit [www.theiet.org/armed-forces](http://www.theiet.org/armed-forces) or email [armedforces@theiet.org](mailto:armedforces@theiet.org)

### K Endorsement

If you are not satisfied with the information provided or consider that additional support is required, please return the application to the applicant with guidance about the additional requirements.

If you are unable to provide endorsement for this applicant without additional evidence or further evidence, please request evidence from an additional verifier (Section L).

I, the undersigned, support the candidate's application from the details provided, as a person who meets the requirements to apply for professional registration with the Engineering Council and confirm that the candidate has reached the relevant eligibility criteria for the category of registration for which they are applying.

☐ Please confirm that the candidate holds exemplifying qualifications as outlined in Engineering Council's UK-SPEC / ICTTech: The Standard, by checking this box.

Where the candidate does not hold exemplifying qualifications as outlined in Engineering Council's UK-SPEC, you must provide a UK&U Justification statement below. Where exemplifying qualifications have been met, I, the undersigned, also confirm that I have personally checked and validated any certificates mentioned in Section G of this application.

### UK&U Justification Statement

*Please detail below examples of training and experience leading to the same level of personal technical knowledge or contribution as required by the relevant level of professional registration. Please indicate the date(s) at which you believe that this was achieved or demonstrated:*

Name:	Post Nominal: (e.g. CEng, IEng, MIET, FIET etc)	Membership number:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Endorsement

- Must be completed by approved endorser
- UK&U Justification Statement required if 'exemplifying qualifications' are not held by the candidate

# Defence Engineer Registration Scheme

## Endorsement

### L Verifier Statement (if applicable<sup>1</sup>)

Please detail below experience of the applicant relevant to the level of this application (e.g. CEng, IEng etc):

When you have provided the additional verification requested in this section please return the application to the applicant.

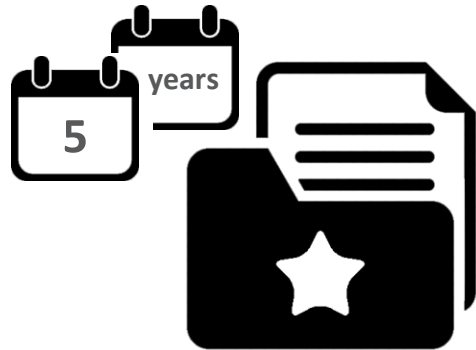
1. A verifier statement is only required if requested by the scheme co-ordinator/endorser, or where you as the candidate would like to provide additional information to further support your application.

Name:	Signature:	Date:
Rank or Job Title:	Professional Relationship to Applicant:	Period:
EC Registration type (if applicable) e.g. CEng, IEng etc.	Membership of Engineering Institutions e.g. FIET, MIET	
EC Registration Number (if applicable):	Membership Number (if applicable):	
For IET Registration & Standards office use only		<input type="checkbox"/> application ready for panel assessment
		<input type="checkbox"/> application requires further assessment/information

## Verifier

- Not mandatory
- Only required if requested by the Scheme-Coordinator or endorser, or where you would like to provide any additional evidence to support your application

Helpful hints and tips on how to complete the responsibilities and achievements section of your employment history.



### Best Projects

Pick two or three best projects to demonstrate your engineering ability from the past five years.



### Your Involvement

What did you personally do? Speak in the first person: I designed, I developed, etc.



### The Value

Indicate size, complexity, strategic importance, etc.



# Application & Support

Helpful hints and tips on how to complete the responsibilities and achievements section of your employment history.



## Responsibility

If appropriate, quantify budget, resources, staffing required, etc.

## Guidance on Employment History



## Be Reflective

What problems did you face, how did you solve them, what did you learn? How did this benefit your company or organisation.

It's important to avoid disclosing any commercial or security sensitive information.



### Include

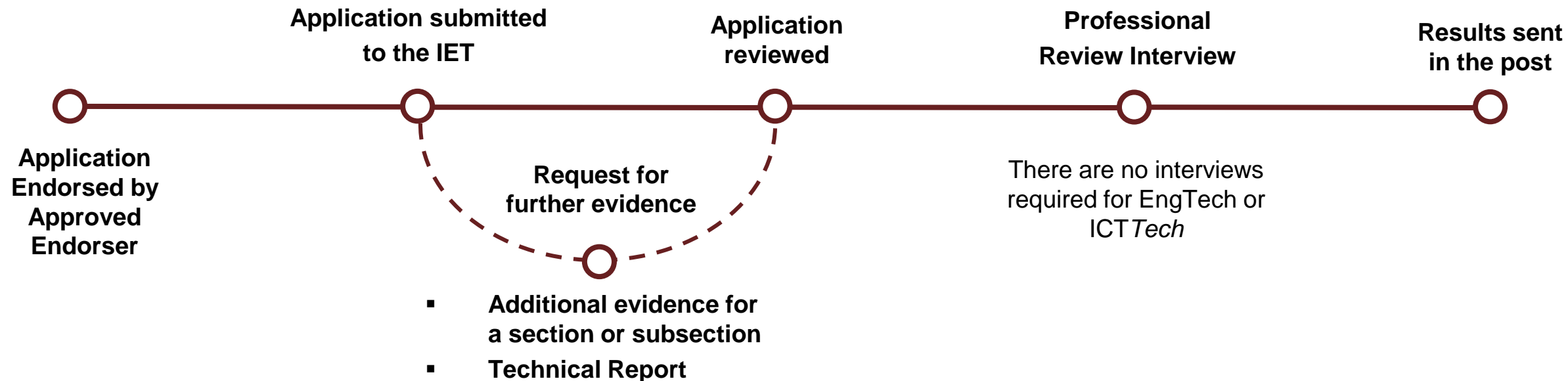
- Underlying engineering principles
- How you solved the problem
- How you developed as an individual
- Details available in the public domain.

### Exclude

- Specific data
- Project names/clients
- Methodology (trade secrets).

**If in doubt, check**

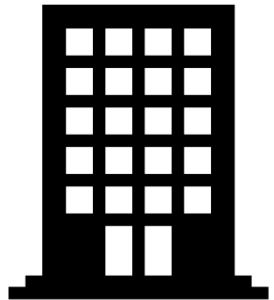
Here are the steps involved in assessing your application:



Here's what to expect in your PRI:



or



Location



Time



Presentation



Q&A on  
presentation and  
application



or



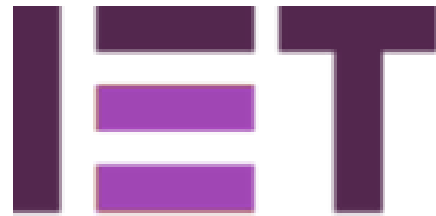
Examples

When you are ready to apply for professional registration, it's important to get help before applying.



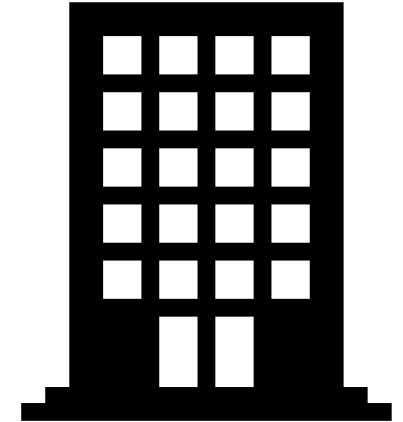
### Online

- IET Career Manager
- UK-SPEC
- Engineering Council
- IET.tv – Video Guides
- IET weekly online workshops



### The IET

- IET MOD Development Manager
- IET Registration Department
- Professional Registration Advisors (PRA)



### At work

- Registered colleagues
- Onsite representatives
- Endorsers

### CEng IEng EngTech ICTech

Once you're professionally registered, the next time your membership is due for renewal you are required to pay the annual IET qualified and registered member fee (this rate includes the standard IET membership fee) in addition to the Engineering Council annual registration fee

### Step Four

Once professionally registered continue to pay your annual fee

### CEng IEng EngTech/ICTech

£53.20

£44.90

£18.40

You'll be assessed against your chosen professional registration category and, if successful, an Engineering Council entrance fee is collected by the IET on their behalf

### Step Three

Engineering Council entrance fee

### 2020 registered members fees

#### Members

Registration Category	IET Qualified and Registered Membership Fee	Engineering Council Annual Registration Fee	Total Amount
CEng	£208	£40.90	£248.90
IEng	£208	£34.70	£242.70
EngTech	£186	£19.90	£205.90
ICTech	£186	£19.90	£205.90

#### Fellows

Registration Category	IET Qualified and Registered Membership Fee	Engineering Council Annual Registration Fee	Total Amount
CEng	£235	£39.90	£274.90
IEng	£235	£33.80	£268.80
EngTech	£213	£19.40	£232.40
ICTech	£213	£19.40	£232.40

### Step Two

Professional Registration Application Fee

### CEng/IEng

£105 via Career Manager\*\*

£137.50 via paper application\*\*

### EngTech/ICTech

£22.50 via Career Manager\*\*

£30 via paper application\*\*

Apply online using Career Manager and pay the professional registration application fee

### Step One

Join the IET

### Associate/MIET/TMIET Membership

£30 – Year 1

50% discount – Year 2

We recommend that individuals about to apply for professional registration apply for associate membership\*

Discounts available

Technicians and Engineers that are within the early stages of their career may qualify for IET Advantage or IET Signature reduced membership subscriptions.

\*The price for associate membership is the same as TMIET or MIET, however the processing time is shorter and it ensures professional registration candidates do not submit the same information for both membership and registration processes. Associate members of the IET who become professionally registered have their membership upgraded automatically free of charge to the appropriate membership category. Associates achieving EngTech or ICTech will be upgraded to TMIET, those achieving IEng or CEng will be upgraded to MIET \*\*Applications through Career Manager benefit from a discounted rate. Please ask a member of the IET staff for the standard paper application fee.



# Refund of Engineering Professional Body Fees

## 2020DIN01-061

Can claim

Cannot claim

### Membership Fee

Associate/MIET\*  
£170

Associate/TMIET  
£100\*

### Application Fee

CEng/IEng  
£210

EngTech/ICT Tech  
£0\*\*

### Engineering Council Entrance Fee

CEng £53.20

IEng £44.90

EngTech £18.40

ICT Tech £18.40

### Annual Membership Fee (inc. EC fees)

CEng £261.20

IEng £242.70

EngTech £205.90

ICT Tech £205.90

\*may be less if a qualification has been completed in the past 6 years

\*\*waived for serving technician members in the Armed Forces

Step 1 – if not yet a member or professionally registered

Step 2 - Annual  
Renewal



# Engineering Professional Recognition Award (EPRA)

- Award of £2 - £3k
- Linked to attainment of professional registration
- Eligibility criteria is dependent on Service and Branch/Cap Badge



# Q & A

