### Engineering Technician Level 3 Standard
#### Engineering Technician (EngTech) Performance Indicators Recording Form

**Professional Competence Evidence**

<table>
<thead>
<tr>
<th>Apprentice Name:</th>
<th>Apprentice Signature:</th>
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<tbody>
<tr>
<td>Employer:</td>
<td>Date:</td>
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</table>

**Apprentice Employee Number:** *(if applicable)*

I confirm that, should I wish to apply for professional registration and membership of the professional engineering institution, this information contained within this document can be used for any further assessment and review.

☐

**Print name:**

(This is how your name will appear on your registration certificate)

I confirm that the information and evidence contained in this assessment document is the work of the apprentice, named above:

**Supporter Signature:**

**Print name:**

**Supporter Job Title:**

**Relationship to Apprentice:**

**Date:**

This document should be used to record your evidence for the **Professional Competence End Point Assessment**. This is an independent assessment of your knowledge, skills and commitment to the engineering competencies for the Engineering Technician (EngTech) requirements as defined by the UK-SPEC, regulated by the Engineering Council. You should consult these to find more information about Engineering Technician Competencies here:

- [https://www.engc.org.uk/ukspec4th](https://www.engc.org.uk/ukspec4th)

The assessment will take the form of a desk-based review. Each apprentice’s Performance Indicators Recording Form will be assessed by 2 assessors – both will be professionally registered engineers at EngTech, Incorporated or Chartered Engineer level.
Engineering Technicians apply proven techniques and procedures to the solution of practical engineering problems. Engineering Technicians are required to apply safe systems of work and are able to demonstrate:

- Engineering knowledge and understanding to apply technical and practical skills
- Evidence of your contribution to the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services
- Supervisory or technical responsibility
- Effective interpersonal skills in communicating technical matters
- The ability to operate in accordance with safe systems of work and to demonstrate appropriate understanding of the principles of sustainability
- Commitment to professional engineering values

The Assessors will be looking for you to demonstrate, through your evidence, Engineering Competence, Professional Commitment and Ethical Standards. To demonstrate these attributes, you should provide evidence that demonstrates these in five broad areas:

A. Knowledge and understanding
B. Design, development and solving engineering problems
C. Responsibility, management and leadership
D. Communication and interpersonal skills
E. Personal and professional commitment

In this document you should give evidence against each of the requirements, as set out in UK-SPEC 4th edition (UK Standard for Professional Engineering Competence and Commitment). More details and further guidance can be found at: https://www.engc.org.uk/ukspec4th

Please record your evidence in each of the boxes below against the criteria highlighted. The assessors will be looking for evidence that you have the know-how to do the job, and were able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process and demonstrate a commitment to the areas identified in Section E.

You should answer in full, giving around 250 words for each of the sections A1, A2, B1, etc.

The suggestions given are intended to help you identify activities and evidence that demonstrates the required competence and commitment of an Engineering Technician. The examples and suggestions are not exhaustive and other types of evidence might be valid. You are not required to give multiple examples to demonstrate competence and commitment in each section, a carefully chosen single example that clearly demonstrates required evidence against the competence is sufficient.

If you have selected to apply for Professional Registration this evidence will also be used by another panel of Professional Registration Assessors to determine if you have demonstrated the required competencies for Professional Registration as an EngTech.
<table>
<thead>
<tr>
<th>Competence A: Engineering knowledge and understanding. Engineering Technicians shall use engineering knowledge and understanding to apply technical and practical skills.</th>
<th>This competence is about having knowledge of the technologies, standards and practices relevant to your area of work and having evidence of maintaining and applying this knowledge. Through parts A1 and A2 below, the assessors will be looking for evidence that you have the know-how to do the job, and were able to go beyond the immediate requirements and use your initiative and experience to solve a problem or improve a process.</th>
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<tbody>
<tr>
<td>A1 Review and select appropriate techniques, procedures and methods to undertake tasks.</td>
<td>Record your evidence here (approx. 250 words):</td>
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<tr>
<td><strong>Examples of evidence:</strong></td>
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<tr>
<td>• Evaluating potential methods of carrying out an engineering task and selecting the most appropriate solution</td>
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<tr>
<td>• Recognising a difficulty and then identifying an approach to resolve it</td>
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<tr>
<td>• Identifying an improvement in a technique, procedure, process or method</td>
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<tr>
<td>• Interpreting and carrying out test procedures</td>
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<tr>
<td>You should demonstrate how you maintain currency in new techniques, procedures and methods; apply best practice in a relevant example of work; use evidence from your own experience and best practice, show that you review current methods and operations and select appropriate methods and techniques to complete tasks.</td>
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<tr>
<td><strong>A2. Use appropriate scientific, technical or engineering principles.</strong></td>
<td><strong>Record your evidence here</strong> (approx. 250 words):</td>
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| **Examples of evidence:** -  
  - Drawing on your technical knowledge to complete a task  
  - Performing calculations using standard formulae  
  - Analysing performance or test data or comparing performance information with published material |  
Show how you analyse the item, describe its use against expectations of safe working and best practice; ensure that you clearly demonstrate appropriate scientific, mathematical and engineering principles and know-how; show how it is employed and monitored based on specifications and task requirements; show how you can demonstrate operation, scientific and engineering principles and know-how to others. |
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<tr>
<th>Competence B: Design, development and solving engineering problems. Engineering Technicians shall contribute to the design, development, manufacture, construction, commissioning, decommissioning, operation or maintenance of products, equipment, processes, systems or services.</th>
<th>This competence is about the ability to apply engineering knowledge effectively and efficiently to the individual tasks which need to be undertaken in your role. Through parts B1 and B2, the assessors will be looking for you to explain how you contribute to one or more of these activities.</th>
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</table>
| **B1:** - Identify problems and apply appropriate methods to identify causes and achieve satisfactory solutions. Examples of evidence: - Provide evidence showing how you have:  
  - Used your knowledge to identify a problem or an opportunity for improvement  
  - Investigated a problem to identify the underlying cause  
  - Identified a solution to a problem or an improvement opportunity  
  - Contributed to the design of an item or process  
Show how you monitor performance and outcomes of engineering products, procedures, processes and systems to identify deviations from expectations and standards; determine causes of deviations, using appropriate diagnostic tools and methods; evaluate the potential consequences of a problem and makes judgements about rectification needs, priorities and reporting; rectify problems and tests solutions against agreed criteria. | Record your evidence here (approx. 250 words): |
B2. **Identify, organise and use resources effectively to complete tasks, with consideration for cost, quality, safety, security and environmental impact.**

**Examples of evidence:**
- Balancing these factors in selecting appropriate materials
- Identifying precautions as a result of evaluating risks and other factors
- Considering how waste can be minimised, recycled or disposed of safely if recycling is not possible
- Contributing to best practice methods of continuous improvement
- Improving the quality of an operation or process

Show how you identify how to undertake a task and the resources required to meet specified and agreed criteria; show how you schedule and apply the resources required effectively and correctly to complete the task; show how you evaluate the outcome against the specified safety, security and environmental criteria and the agreed criteria, including quality, time and cost.

<table>
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<th>Record your evidence here (approx. 250 words):</th>
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### Competence C. Responsibility, management and leadership.
Engineering Technicians shall accept and exercise personal responsibility.

This competence is about the ability to plan and manage your own work effectively and efficiently. It is also about the ability to consider and identify improvements to maintain quality in your work. Through sections C1, C2 & C3 below, the assessors will be looking for you to describe experience or instances where you have had to accept personal responsibility for seeing a process through to completion within agreed targets.

#### C1. Work reliably and effectively without close supervision, to the appropriate codes of practice.

**Examples of evidence:**
- Completing challenging tasks successfully within your area of work
- Identifying issues which fall outside of your current knowledge and seeking advice
- Identifying standards and codes of practice relevant to a new task

Your evidence should show how you identified and agreed what had to be done and to what standards on a typical task/project; how you contribute to planning by identifying effective methods to undertake relevant tasks; demonstrate an understanding of the scope of responsibility to complete tasks; comply with relevant regulatory and professional codes of practice in the implementation of tasks; apply best practice to complete designated tasks.

Record your evidence here (approx. 250 words):
### C2. Accept responsibility for the work of themselves or others

**Examples of evidence:**
- Fully understanding drawings, permits to work, instructions or other similar documents after appropriate checking, and identifying issues
- Inspecting work carried out by others
- Checking the status of equipment, the work environment and facilities and taking appropriate actions before commencing work

Your evidence should include supporting evidence such as: minutes of meetings; site notes and instructions; Variation Orders; programmes of work; specifications, drawing and reports; or appraisals. Activity not associated with your job can contribute evidence.

Show how you identify and agree criteria for the completion of tasks; define responsibilities of self or others to achieve criteria for tasks; plan and co-ordinate resources to complete tasks; evaluate the outcome against agreed criteria.

**Record your evidence here** (approx. 250 words):
### C3. Accept, allocate and supervise technical and other tasks.

**Examples of evidence:**
- Ensuring that the scope of a task is clear before accepting and/or allocating it to others.
- Querying any aspect of a task which is not clear and/or providing an explanation if a query is raised by others.
- Learning from your own experience and/or providing constructive feedback when supervising or working with others.
- As for C2 - Your evidence should include: minutes of meetings; site notes and instructions; Variation Orders; programmes of work; specifications, drawing and reports; or appraisals.

Show how you accept responsibility for the completion of tasks with regard to time, resources and cost; show how you accept responsibility for the quality of the outcome of work in which self (and team) are involved. Activity not directly associated with your main job can contribute evidence.

### Record your evidence here (approx. 250 words):

<table>
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<tr>
<th>Competence D. Communication and interpersonal skills. Engineering Technicians shall use effective communication and interpersonal skills.</th>
<th>This is the ability to work with others constructively, to explain ideas and proposals clearly and to discuss issues objectively and constructively. Through sections D1 &amp; D2 below, you will need to show you can: contribute to discussions; make a presentation; read and synthesise information; write different types of documents.</th>
</tr>
</thead>
<tbody>
<tr>
<td>D1. Communicate effectively with others, at all levels, in English.</td>
<td>Record your evidence here (approx. 250 words):</td>
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<tr>
<td><strong>Examples of evidence:</strong></td>
<td></td>
</tr>
<tr>
<td>• Contributing to meetings and discussions</td>
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<tr>
<td>• Preparing communications, documents and reports on technical matters</td>
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<tr>
<td>• Exchanging information and providing advice to technical and non-technical colleagues</td>
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<tr>
<td>Your evidence could include: letters; reports; drawings; emails; minutes, including of progress meetings; appraisals; work instructions; and other task planning and organising documents. Your application itself will be relevant. Clearly show how you clarify objectives, identify the main purpose for the communications; demonstrate examples of appropriate methods of communication using words and images, audio and visual etc.; show an example of how you communicate competently to others and review effective communication process</td>
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### D2. Work effectively with colleagues, clients, suppliers or the public.

**Examples of evidence:**
- Contributing constructively as part of a team
- Successfully resolving issues in discussions with team members, suppliers, clients and/or others
- Persuading others to accept suggestions or recommendations
- Identifying, agreeing and working towards collective goals

Show examples of how this has occurred, and your role at the time.

**Describe your role as part of a team.**

**Describe a situation where you put your awareness into practice.**

**Show how you work effectively with colleagues, clients and others; how you identify and work towards collective goals; develop effective team working relationships to enhance performance; give clear and accurate instructions, as appropriate.**

**Record your evidence here** (approx. 250 words):
<table>
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<tr>
<th>D3. Demonstrate personal and social skills and awareness of diversity and inclusion issues.</th>
<th>Record your evidence here (approx. 250 words):</th>
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</thead>
</table>
| **Examples of evidence:** -  
  - Knowing and managing own emotions, strengths and weaknesses  
  - Being confident and flexible in dealing with new and changing interpersonal situations  
  - Creating, maintaining and enhancing productive working relationships, and resolving conflicts  
  - Being supportive of the needs and concerns of others, especially where this relates to diversity and inclusion  
Show how you establish and maintain effective relationships with colleagues, clients and others. Activity not directly associated with your main job can contribute evidence. |
### Competence E. Personal and professional Commitment.

Engineering Technicians shall demonstrate commitment to an appropriate code of professional conduct, recognising obligations to society, the profession and the environment.

This competence is about ensuring that the applicant is acting in a professional manner in their work and in their dealings with others. An Engineering Technician should set a standard and example to others with regard to professionalism. The important thing to remember for this section is that Assessors will be looking for your Personal Commitment to these areas. Your evidence must demonstrate, with appropriate examples, how you are personally committed to these statements.

#### E1. Understand and comply with relevant codes of conduct.

**Examples of evidence:**

- Demonstrating compliance with the IET’s Code of Professional Conduct
- Working within all relevant legislative and regulatory frameworks, including social and employment legislation
- Your evidence should include details about which legislation you are identifying, particularly where your industry sector has specific Codes of Practice or Sector Legislation.

Include responsibility for the welfare, health and safety of the workforce and wider community at all times before responsibility to the profession, sectoral interests, or other engineers; show how you are committed to all relevant Codes of Conduct; apply your professional skill in the interests of employer or client, and demonstrate how you acts in professional matters; ensure that your evidence expresses opinions or makes statements in an objective and truthful manner and on a basis of adequate knowledge.

**Record your evidence here** (approx. 250 words):
**E2. Understand the safety implications of their role and apply safe systems of work.**

**Examples of evidence:**

- Provide evidence of applying current safety requirements, such as risk assessment and other examples of good practice you adopt in your work.
- A sound knowledge of health and safety legislation, for example: HASAW 1974, CDM regulations, ISO 45001 and company safety policies.
- You will need to show that you have received a formal safety instruction relating to your workplace (such as a safety induction), or an update on statutory regulations.

Show in your evidence how you take account of liabilities, and accept responsibility for them; implement appropriate occupational health and safety requirements; demonstrate how you comply with safety requirements and act to solve any incipient safety problems; considers the implications of the work being carried out on related, connected or adjacent systems that may have significant safety or environmental effects beyond your immediate work area.

Record your evidence here (approx. 250 words):
E3. Understand the principles of sustainable development and apply them in their work.

**Examples of evidence:**
- Recognising how sustainability principles, as described in the Guidance on Sustainability on page 48 of UK-SPEC v4, can be applied in your day-to-day work
- Identifying actions that you can and have taken to improve sustainability

Show examples of methodical assessment of risk in specific projects; actions taken to minimise risk to society or the environment.

This could include an ability to:
Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously; take a disciplined approach to risk and environmental issues; use company standard risk assessments; evaluate additional risk assessment if necessary; apply the outcomes of risk assessment; demonstrate how you apply appropriate methodology to minimise risk.

**Record your evidence here (approx. 250 words):**
### E4 Carry out and record the Continuing Professional Development (CPD) necessary to maintain and enhance competence in their own area of practice.

**Examples of evidence:**
- Undertaking reviews of your own development needs
- Planning how to meet personal and organisational objectives
- Carrying out and recording planned and unplanned CPD activities
- Maintaining evidence of competence development
- Evaluating CPD outcomes against any plans made
- Assisting others with their own CPD
- Undertake professional development to enhance technical and supervisory competence;

This means demonstrating that you have actively sought to keep yourself up to date, perhaps by studying new standards or techniques, or made use of magazines, lectures organised by professional engineering institutions, and other opportunities to network in order to keep abreast of change.

**Record your evidence here** (approx. 250 words):
E5. Understand the ethical issues that may arise in their role and carry out their responsibilities in an ethical manner.

**Examples of evidence:**
- Understanding the ethical issues that you may encounter in your role
- Giving an example of where you have applied ethical principles as described in the Statement of Ethical Principles on page 47 of UK-SPEC v4
- Giving an example of where you have applied or upheld ethical principles as defined by your organisation or company

Show how you uphold the fundamental principles of conduct of engineers include truth, honesty and trustworthiness in your service to society, and honourable and ethical practice showing fairness, courtesy and good faith toward clients, colleagues and others. Demonstrate an understanding of the ethical issues that you may encounter in your role; provide an example of where you have applied ethical principles; where you have applied or upheld ethical principles as defined by your organisation or company.

Assessors will be looking for you to provide evidence of a commitment to these principles demonstrating where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values.

Record your evidence here (approx. 250 words):