

Guidance notes for applicants applying for EngTech / ICTTech Professional Registration

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Guidance notes for applicants applying for EngTech / ICTTech Professional Registration

1. Why we have these Guidelines

- 1.1. This guidance is to help applicants to complete their EngTech / ICTTech application form as simply and accurately as possible

2. Who these Guidelines relate to

- 2.1. Applicants applying for Engtech / ICTTech professional Registration

3. Guidelines

- 3.1. The IET is licenced by the Engineering Council to award the professional engineering qualifications as defined in the UK Standards for Professional Engineering Competence (UK-SPEC) , and the ICTTech standards. A copy of the UK-SPEC can be found on the Engineering Council website along with a copy of the ICTTech standards

www.engc.org.uk/ukspec.

www.engc.org.uk/professional-qualifications/standards/icttech-standard.aspx

- 3.2. Your application will be assessed against the UK-SPEC competence or the ICTTech Standards. Please make sure that you are fully aware of what the requirements are before you submit your application.
- 3.3. Applicants are encouraged to speak to a Professional Registration Adviser (PRA) prior to submitting their application form. The PRA will be able to discuss the application form with you in further detail, and support you in providing your evidence in the best possible way.
- 3.4. PRA's can be found on the IET website by search for 'Find and Adviser'.
www.theiet.org/advice
- 3.5. Applicants are encouraged to apply through Career Manager, access to which you can find on the IET website www.theiet.org/career/professional-development/career-manager/

4. Application Form

4.1. Section A – Your Details

Please note that the names provided in this section will be used for all correspondence, including a professional registration certificate should you be successful.

If you have consulted a PRA and they have recommended that you submit your application, please provide their name on the application form.

4.2. Section B – Current Employment

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

4.3. Section C – Your Expertise

Please select one of the following areas of **Expertise** and insert the relevant number into the space on the application form:

1	Acoustic Engineering	14	Design, Manufacture and Production	27	Mining, Quarrying , Cement & Ceramic production
2	Aerospace	15	Industrial Design & Technology Development	28	Petrochemical, Nuclear Fuel, Oil, Gas & Other Chemicals
3	Agricultural & Forestry	16	Electrical Plant & Machines	29	Pharmaceutical, Food & Drink Processing
4	Armed Forces, Policing , Emergency & Security Services	17	Electrical Power Generation Transmission & Distribution	30	Pipeline Engineering
5	Automated Manufacturing	18	Electronics	31	Railways
6	Automotive Engineering	19	Engineering Management Consultancy	32	Research and Higher Education
7	Broadcast Engineering	20	Finance/Banking/Insurance	33	Software
8	Built Environment	21	Further Education & Employee Technical Development	34	Structural Engineering
9	Building Construction / Civil Engineering	22	ICT Enterprise Solutions	35	Systems
10	Building Services Engineering	23	Information & Communication	36	Telecommunications
11	Computing Software and Systems	24	Marine	37	Transport
12	Consumer Products	25	Mechanical	38	Transportation & Logistics
13	Defence Equipment & Infrastructure Provision/Maintenance	26	Medical & Care	39	Water & Environmental Management

Select a maximum of **three** from the list of **Specialisms** below that are most relevant to your work and insert the relevant numbers into the spaces on the application form:

40	Contract Estimating, Cost Control, Procurement & Commercial Management	67	Software & Related Systems Engineering including Safety Critical	93	Infrastructure Operations & Planning - Energy, Utilities, Communication, Transport
41	Design Drawings, Modelling, Visualisation & Simulation	68	Systems Engineering	94	Lifts, Escalators, Moving Walkways, Conveyors & other Static Transport Systems
42	Electronic Components - Design and Manufacture	69	Tribology	95	Lighting Design, Applications & Equipment
43	Human Factors & Ergonomics	70	Radio Antennas & Propagation including TV, Radar, Microwave, GPS, Astronomy	96	Nuclear Energy Processing & Radiation Safety
45	Law including Patents Management - Strategic, Operational, Project, Marketing	71	Explosive Utilisation, Civil & Military	97	Rail -Permanent Way & Civil Engineering
46	RAMS, ILS and Testability	72	Fire Engineering	98	Structural Engineering
48	Regulatory, Governance, Political Policy, Representative Bodies, Media	73	Health, Safety & Environmental Risk Reduction	99	Computer Hardware, Operating Software & Systems
49	Technical Sales & Marketing	74	Marine Engineering - Boats, Ships, Platforms, Life Saving & Navigation aids	100	ICT Applications, Business Process, Data Analysis, Bespoke ERP, Informatics
50	Aerospace - Flight Structures, Aircraft Engines & Propulsion	75	Electrical Machines, Generators, Motors & Electromagnetic Applications	101	ICT Voice, Data, Network Infrastructure, Internet Communication, Cyber Security
51	Aerospace - Avionic & Air Traffic Control Systems	76	Engines & Compressors - Turbines, combustion, steam , water, gas	102	Software Products - Business, Home, Entertainment & Gaming
52	Aerospace - Satellites & Space Vehicles	77	Engines & Compressors - Reciprocating Cylinder, e.g. Diesel & Petrol	103	Medical & Healthcare equipment - Biomedical & Biomechanical Technology
53	Autonomous Vehicles	78	Mechanical Power Transmission, Hydraulic & Pneumatic Equipment	104	Material Sciences, Development and Optimisation including Metallurgy
54	Instrumentation, Measurement, Control & Automation including PLC & SCADA	79	Metal Production, Smelting, Casting, Forging, Welding & Cutting	105	Boilers, Steam and Thermal Energy Systems
55	Manufacturing - Large Scale Bespoke	80	Automotive Design and Manufacturing Processes	106	Chemical Fluid Process Plant including Oil & Gas Processing
		81	Electronic Equipment - Hardware & Systems Integration	107	Rail - Electrification & Plant

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56	Manufacturing - Precision, Machine Tools, Mechatronics, Food, Pharmaceutical, Printing	82	Broadcast Engineering - Studio & Film Production, Systems Design & Operation	108	Rail - Rolling Stock Development & Operation including Traction
57	Manufacturing - Production Process Efficiency Optimisation, Quality Control	83	Airport Infrastructure including Airfield Lighting	109	Renewable Energy Generation and Demand Management
58	Metrological Equipment & Operations	84	Architecture and Design within the Built Environment	110	Railway Signalling & Telecommunications
59	Military - Air Operations & Airworthiness Fixed & Rotary	85	Building Services Electrical & Controls, Commercial, Industrial & Domestic	111	Commission or Fault Finding, Equipment or Systems
60	Military - Combat Engineering & Infrastructure	86	Building Services, Heating, Ventilation, Air Conditioning & Refrigeration	112	Crafting of Electrical & Mechanical Artefacts or Systems
61	Military - Secure Communications	87	CCTV, Security & Public Information Systems	113	Oil, Gas & Mineral Extraction including Geotechnics
62	Military - Weapon Systems	88	Ceramic & Refractory Production (e.g. Concrete)	114	Product Development for Industrial and Consumer applications
63	Military - Marine Operations Surface & Undersea	89	Cranes - Specialist Handling & Access Machinery - including Ports	115	Reliability, Risk & Performance evaluation of Engineered Systems
64	Military - Specialist Land Vehicles, Machinery & Plant Operation	90	Electricity Transmission & Distribution - Plant, Cabling, & Substations	116	Research & Development - Academic & Other Institutions
65	Optical, Laser and Image Processing Technologies	91	Electricity Transmission & Distribution - Protection, Control & Metering	117	Training & Development
66	Robotics & Artificial Intelligence	92	Highways & Road Traffic Management	118	Water, Waste, Environmental Management & Protection

4.4. Section C - Membership

You must be a member of the IET before you apply for professional registration. You can become a member of the IET at www.theiet.org/join

Once a member, or if already a member, please provide your membership number in the space provided

4.5. Section E - Registration

Select the category of registration you wish to apply for by ticking the appropriate box

EngTech and ICTTech may be held together, however, should you wish to apply for both, you will need to provide an application form for each demonstrating the competence required for the relevant category.

4.6. Section F – Education

Please detail your formal education from leaving school, and please indicate the mode of study e.g. Full time / Part time / other

You should also include any formally assessed work-based learning e.g. NVQ's

You must provide copies of all your further or higher education certificates and transcripts with your application. They must be signed by one of your Supporters as a true copy of the original.

4.7. Section G – Professional Development or training Schemes (If applicable)

Please provide details of any formal or structured training or details of the Professional Development Scheme you have completed. This could include the Apprenticeship scheme you have completed or Microsoft certification.

Provide details of the Apprenticeship Scheme Approval number, if approved by the IET. A list of IET Approved Apprenticeship Schemes can be found at

<http://www.theiet.org/business/accreditation/apprenticeships/> using the Scheme Providers link

If your scheme was accredited or approved by another institution, please provide the name of the accrediting institution and if applicable, the scheme number.

4.8. Section H – Career History

This section is your chance to showcase your knowledge and experience and it is therefore important to present your evidence carefully and concisely

Arrange your experience in chronological order, starting with your earliest post , remembering to include dates, employer, job title and the roles and responsibilities you had.

You may want to think about presenting your evidence using the STAR principle (**S**ituation, **T**ask(s), **A**ctions and **R**esults)

You should aim to indicate your role/responsibilities in each post and explain your achievements in those projects and keep it personal. The assessors are interested in what you did, not what the team did.

Use terms such as I developed, built, tested, commissioned, maintained, supervised, achieved, avoiding jargon and unexplained abbreviations.

Detail the results of the work undertaken, including the kind of personal learning you gained from the experience and any lessons learned.

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

4.9. Section I – Assessment Questions

Professional competence combines knowledge, understanding, skills and values. It is important to demonstrate more than just that you are able to perform a specific task. This is your opportunity to stress and demonstrate your ability to do things correctly, safely, effectively, and consistently. Provide your answers in a clear and concise manner.

Remember in your answers that Engineering technicians apply proven techniques and procedures to solve practical engineering problems whilst applying safe systems of work.

Technicians contribute to either design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, processes or service.

They have supervisory or technical responsibility, have effective interpersonal skills with an ability to communicate technical matters and are committed to professional engineering values.

Assessment Question 1

Things to think about when answering this question are:

- How do you identify problems, diagnose faults or define improvements?
- What scientific, technical engineering or ICT principles were used?
- How to do identify the option, techniques, procedures available to solve a problem?
- Where have you exercised personal responsibility for the decision you made?
- How do you check your work?
- What technical standards and legislation do you work to?
- What is your role within your team?
- Who are your customers / stakeholders?
- Provide examples of where you have applied health and safety and welfare requirements

Assessment Question 2

- What equipment was used, how was the data gathered, analysed and how did you initiate the project to produce the desired outcome?
- How do you use you engineering or ICT knowledge to do the job?
- How do you identify the resources required, including people, tools, materials etc
- How do you report and / or rectify problems with regard to time, cost and quality to ensure it does not happen again?
- Do you train, mentor or coach others?
- What precautions do you take to prevent harm to people, equipment or data?
- Have you contributed to environmental sustainability?
- Have you undertaken a Risk Assessment?
- Do you attend / contribute to meetings?

Assessment Question 3

- How have you complied with the Institution's Rules of Conduct?
- Do you have a training plan and / or a plan to meet personal and organisational objectives?
- How do you abide by your company and / or industry Code of Conduct?
- What course are you planning in the future, and how will this fit in with your current role?
- Describe your annual appraisal process.

4.10. Section J – Declaration

Ensure you sign and date the application form confirming that the statements given are true to the best of your knowledge

4.11. Section K – Supporter's Details

If you have completed an IET Approved Apprenticeship Scheme, please provide the name of your Scheme Coordinator and the Scheme approved number.

NOTE: if you have completed and IET Approved Apprenticeship and provided the scheme coordinator details on your application, no Supporter details or Supporter Reference Forms are required.

It is mandatory for you to provide details of a Supporter, who has detailed knowledge of your work so that they can verify the information in your application form. Ideally your supporter will be a registered Engineer, but this is not necessary.

Your mandatory supporter should know you professionally, work at a senior level to you with direct knowledge of your role and responsibilities. You are required to detail your relationship with your mandatory supporter.

It is preferred, but not mandatory, for you to provide an additional supporter who is a registered engineer, wither with the Engineering Council, or an international equivalent. This person would be a Member, or Fellow of the IET or another Professional Engineering Institute (PEI)

The third supporter is optional, but may be required to, for example, verify periods of your employment if relevant.

You will need to provide your supporters with the Supporter reference forms for them to complete. **PLEASE NOTE:** we will not be able to process your application until we are in receipt of your supporter form.

4.12. Fees for Professional Registration

You will be required to pay a non-refundable application fee for Professional Registration. This fee needs to be paid within 7 days of your submission for the application process to begin. A delay in payment will result in a delay in processing your application.

Successful applicants are also required to pay an entrance fee which is collected by the IET on behalf of the Engineering Council. On receipt of this payment your details will be sent to the Engineering Council for inclusion on their register. Only once the Engineering council had added your details to the register can you use your professional registration designatory letters.

5. What happens if you do not follow these guidelines

- 5.1. If you do not follow these guidelines, there is a risk of a delay in processing your application as we may be required to ask for further information

6. Queries and Comments

- 6.1. If you have any queries regarding how these guidelines work in practice, or comments or suggestions as to how it could be improved, please contact the Professional Registration Team at profreg@theiet.org

Appendix

Control Sheet

Guidelines

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Document reviewer: Karen Allen
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Review/change history

Date of Review/Change	Summary of changes	Version no.
June 20201	Updated to reflect UK-SPEC v4	13
September 2021	Updated with minor grammatical changes	14