Guidance notes for applicants applying for EngTech / ICT Tech Professional Registration
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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](http://www.engc.org.uk/ukspec)

   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](http://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/](http://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 completer 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:

<table>
<thead>
<tr>
<th>1</th>
<th>Acoustic Engineering</th>
<th>14</th>
<th>Design, Manufacture and Production</th>
</tr>
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<tbody>
<tr>
<td>2</td>
<td>Aerospace</td>
<td>15</td>
<td>Industrial Design &amp; Technology Development</td>
</tr>
<tr>
<td>3</td>
<td>Agricultural &amp; Forestry</td>
<td>16</td>
<td>Electrical Plant &amp; Machines</td>
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<tr>
<td>4</td>
<td>Armed Forces, Policing, Emergency &amp; Security Services</td>
<td>17</td>
<td>Electrical Power Generation Transmission &amp; Distribution</td>
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<tr>
<td>5</td>
<td>Automated Manufacturing</td>
<td>18</td>
<td>Electronics</td>
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<tr>
<td>6</td>
<td>Automotive Engineering</td>
<td>19</td>
<td>Engineering Management Consultancy</td>
</tr>
<tr>
<td>7</td>
<td>Broadcast Engineering</td>
<td>20</td>
<td>Finance/Banking/Insurance</td>
</tr>
<tr>
<td>8</td>
<td>Built Environment</td>
<td>21</td>
<td>Further Education &amp; Employee Technical Development</td>
</tr>
<tr>
<td>9</td>
<td>Building Construction / Civil Engineering</td>
<td>22</td>
<td>ICT Enterprise Solutions</td>
</tr>
<tr>
<td>10</td>
<td>Building Services Engineering</td>
<td>23</td>
<td>Information &amp; Communication</td>
</tr>
<tr>
<td>11</td>
<td>Computing Software and Systems</td>
<td>24</td>
<td>Marine</td>
</tr>
<tr>
<td>12</td>
<td>Consumer Products</td>
<td>25</td>
<td>Mechanical</td>
</tr>
<tr>
<td>13</td>
<td>Defence Equipment &amp; Infrastructure Provision/Maintenance</td>
<td>26</td>
<td>Medical &amp; Care</td>
</tr>
</tbody>
</table>

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:

| 41 | Design Drawings, Modelling, Visualisation & Simulation | 68 | Systems Engineering |
| 42 | Electronic Components - Design and Manufacture | 69 | Tribology |
| 43 | Human Factors & Ergonomics | 70 | Radio Antennas & Propagation including TV, Radar, Microwave, GPS, Astronomy |
| 45 | Law including Patents | 71 | Explosive Utilisation, Civil & Military |
| 46 | Management - Strategic, Operational, Project, Marketing | 72 | Fire Engineering |
| 47 | RAMS, ILS and Testability | 73 | Health, Safety & Environmental Risk Reduction |
| 48 | Regulatory, Governance, Political Policy, Representative Bodies, Media | 74 | Marine Engineering - Boats, Ships, Platforms, Life Saving & Navigation aids |
| 49 | Technical Sales & Marketing | 75 | Electrical Machines, Generators, Motors & Electromagnetic Applications |
| 50 | Aerospace - Flight Structures, Aircraft Engines & Propulsion | 76 | Engines & Compressors - Turbines, combustion, steam, water, gas |
| 51 | Aerospace - Avionic & Air Traffic Control Systems | 77 | Reciprocating Cylinder, e.g. Diesel & Petrol |
| 52 | Aerospace - Satellites & Space Vehicles | 78 | Mechanical Power Transmission, Hydraulic & Pneumatic Equipment |
| 53 | Autonomous Vehicles Instrumentation, Measurement, Control & Automation including PLC & SCADA | 79 | Metal Production, Smelting, Casting, Forging, Welding & Cutting |
| 54 | Manufacturing - Large Scale Bespoke | 80 | Automotive Design and Manufacturing Processes |
| 55 | Manufacturing - Large Scale Bespoke | 81 | Electronic Equipment - Hardware & Systems Integration |

- 27 Mining, Quarrying, Cement & Ceramic production
- 28 Petrochemical, Nuclear Fuel, Oil, Gas & Other Chemicals
- 29 Pharmaceutical, Food & Drink Processing
- 30 Pipeline Engineering
- 31 Railways
- 32 Research and Higher Education
- 33 Software
- 34 Structural Engineering
- 35 Systems
- 36 Telecommunications
- 37 Transport
- 38 Transportation & Logistics
- 39 Water & Environmental Management
- 93 Infrastructure Operations & Planning - Energy, Utilities, Communication, Transport
- 94 Lifts, Escalators, Moving Walkways, Conveyors & other Static Transport Systems
- 95 Lighting Design, Applications & Equipment
- 96 Nuclear Energy Processing & Radiation Safety
- 97 Rail -Permanent Way & Civil Engineering
- 98 Structural Engineering
- 99 Computer Hardware, Operating Software & Systems
- 100 ICT Applications, Business Process, Data Analysis, Bespoke ERP, Informatics
- 101 ICT Voice, Data, Network Infrastructure, Internet Communication, Cyber Security
- 102 Software Products - Business, Home, Entertainment & Gaming
- 103 Medical & Healthcare equipment - Biomedical & Biomechanical Technology
- 104 Material Sciences, Development and Optimisation including Metallurgy
- 105 Boilers, Steam and Thermal Energy Systems
- 106 Chemical Fluid Process Plant including Oil & Gas Processing
- 107 Rail - Electrification & Plant
3.4. 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

3.5. 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.

3.6. 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.

3.7. 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 (Situation, Task(s), Actions and Results)

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
Control Sheet

Guidelines

Sponsor: Katrina Skarsten
Document reviewer: Karen Allen
Document adopted on: 1 June 2021
Next review date: 1 June 2022

Review/change history

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<th>Date of Review/Change</th>
<th>Summary of changes</th>
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<td>June 20201</td>
<td>Updated to reflect UK-SPEC v4</td>
<td>13</td>
</tr>
<tr>
<td>September 2021</td>
<td>Updated with minor grammatical changes</td>
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