

New Graduate Route

If you are in your final year of study or recently graduated then the IET offer a membership package to help you on your way in your career. IET Advantage provides a progressive, goal-drive framework to help you make the most of your membership as you work towards professional registration.

As well as the goals from IET advantage, it is important to keep on track with your professional development. The below checklist should act as a reminder of what to do at each stage of your development.

Induction/Within your First Substantive Post

- Meet with key managers or colleagues to find out about the expectations and opportunities of the role.
- Log in to Career Manager and Begin Your Professional Registration Journey with the IET. If you opt in for support you can commit to working toward professional registration and receive support along the way.
- Learn about the department, organisation and sector that you are working in. Sign up for EngX to follow relevant blog posts.
- Learn the processes and procedures of your organisation (including codes of conduct, safe systems of work, ethics and sustainability – these are required in your E commitment statements and will be required throughout your role as a professional engineer).
- Consider your development opportunities and make a plan.
- Start using Career Manager to record your evidence and keep a note of your goals and CPD activities.
- Find a mentor who can support you either through your company or via the IET mentoring service.
- Keep a record of what you are learning as you will develop quickly in your first year.

First and Second Year of Development

- Develop an understanding of UK-SPEC and consider how your experiences may meet the competence requirements.
- Meet regularly with your mentor or line manager to set goals, track your progress and discuss your development.
- Update your Career Manager as you develop competence evidence and as you move into trainee and supervised practitioner levels. You will mainly be developing your A and B competences at this stage so don't worry if you do not develop in all areas.
- Plan the next stages of your development by setting new goals in Career Manager – make a note of the competences these link to and update your evidence as these goals are completed.
- Register for a competence development workshop to find out more about IET Career Manager and plan for your development or consider if there are any additional learning resources that you may want to use to maximise your knowledge development.

Third and Fourth Year of Development

- Consider your wider career plan and what you want to do. If you are considering a move into a management role then ensure that you still have sufficient engineering tasks to maintain your engineering knowledge (particularly the depth required for A and B competence areas) and ensure you are regularly reviewing your CPD.
- Continue meeting with your mentor or line manager to discuss your development– now you are working autonomously your meetings may become less frequent but you should continue to meet at least once a quarter.
- Take opportunities to develop management skills, increase awareness of budgets and begin to consider how you can not only work in a team but show leadership such as supporting the development of colleagues or acting as a mentor to newer team members or acting as a subject matter expert or technical authority. You may also be working at a level where you are managing risk or starting to take accountability for this risk. This will help you develop your C competences.
- Undertake regular development activities to deepen and broaden your existing knowledge and take into account your increased responsibilities.
- Archive a copy of your competence assessment containing older evidence from your initial years of development in Career Manager and replace it with newer evidence of competence. You will likely working as a supervised practitioner in most areas and beginning to move into a practitioner role in the areas that you have more experience. You may also wish to start a reflective task by recording your first few years in your career history and focussing on what you learned in these roles.
- If you are identifying that you are almost ready to apply then this may also be the time to consider IEng or CEng. It may be that you are ready to apply for professional registration, and that you may find a category to suit your needs now.

Fifth Year Onward

- Consider if you now meet the IEng or CEng competence requirements for professional registration.
- Start to consider what are your best pieces of evidence for professional registration. You will likely be working at a practitioner level in most competence areas and may start to act as an expert in a few areas. If there are areas where you are still working at supervised practitioner level then this provides a focus for further development and your more immediate goals and CPD activities should focus on this.
- Start updating your Career History to cover your responsibilities and identifying your personal achievements as this will make up a substantial part of your application. Where possible write this in terms of competences achieved and your successes.
- As you prepare your career history you should choose one or two examples that you can explore in more detail. We recommend using the STAR acronym to record these:
 - **Situation:** Briefly describe the situation that required your expertise (what was the engineering problem you were trying to solve)
 - **Task(s):** Describe the task(s) you had to undertake (what did you want to achieve)
 - **Action(s):** Show the action(s) you took specifically, outlining the steps involved through identifying issues, to planning and testing, and design and delivery
 - **Results:** Present the results you achieved in the project (what was the impact both in terms of the engineering outcomes, and also your own personal learning and experience)
- Consider the application requirements and read the guidance notes for professional registration so you are clear on what else you need to do to complete your application.
- Draft your application and discuss it with your mentor or line manager.
- Consult a professional registration advisor (PRA) – don't forget to record which PRA you spoke to on your final application and ask for their membership number for your form. You can find a PRA online at: www.theiet.org/advice
- When you are ready, double check you have completed all the areas in the registration checklist and submit your application to the IET via Career Manager.