

## EngTech/ICTTech Professional Registration

### Career Manager Applicant Instructions

V10 October 2024

## Introduction

Your application will be assessed against the UK-SPEC competence and commitment statements:

- The IET is licensed by the Engineering Council to award the professional engineering qualifications defined in the UK Standard for Professional Engineering Competence (UK-SPEC): [www.engc.org.uk/ukspec](http://www.engc.org.uk/ukspec) and the ICTTech Standard: [www.engc.org.uk/professional-qualifications/standards/icttech-standard.aspx](http://www.engc.org.uk/professional-qualifications/standards/icttech-standard.aspx)
- The information you provide initially will be used to carry out a review of your application. As a result, you may be asked to provide further information about your work experience to successfully demonstrate the competences set out in UK-SPEC or the ICTTech Standard. You will receive guidance notes to assist you if you are asked to provide additional information.

### Application Fees

You will be required to pay a non-refundable application fee for professional registration. This fee should be paid within seven days of submission of your application in order for the application process to begin.

Professional registration fees are payable in Sterling (GBP £), with special arrangements in other currencies. Further details are available at [www.theiet.org/membership/profreg/fees](http://www.theiet.org/membership/profreg/fees)

Successful applicants are required to pay an entrance fee which is collected by the IET on behalf of the Engineering Council. Only on receipt of this payment can your details be sent to the Engineering Council for inclusion on their register. Once your details have been added to the Engineering Council register you are able to use your professional registration designatory letters (CEng, IEng, EngTech or ICTTech).

Please note that should this payment not be made within three months of notification your application may be closed.

## Registration Checklist

### 1. Personal Information

Complete your personal information including your contact address and current employment details. Ensure that you provide the best contact details to contact you on.

If you need to change your name, date of birth, title or post nominals; please contact our membership team at [membership@theiet.org](mailto:membership@theiet.org) or call +44(0)1438 765678.

### 2. Academic & Vocational Qualifications

You must give details of:

- Any educational qualifications e.g. City & Guilds, HND/C etc.
- Any formally assessed work-based learning e.g. NVQs.

Please provide a copy of your further or higher education certificate(s) and transcripts\* with your application. These must be signed by one of your Supporters as a true copy of the original. See the *Supporting Document* guidance area for more information.

\*especially for those qualifications gained from 2013 onwards.

### 3. Employment History

#### Role Descriptions

Enter the headline description of the employment or volunteer role, noting the mandatory fields. List any voluntary roles you have held as separate entries but select these as 'Voluntary' in the 'Employment Type' drop down box. Examples would be any professional service such as IET committee membership, schools liaison or other activities which raise the profile of engineering and technology or any service to the community e.g. JP, school governor, etc.

The amount of text you include under 'Responsibilities & Personal Achievements' largely determines the resultant size of your registration application. Applications should be no more than 12 pages in total with the career history section comprising no more than the equivalent of 5 pages of printed text. Applications longer than 12 pages will be returned by IET staff for resubmission.

#### Responsibilities & Achievements

Career Manager will arrange your experience in chronological order, starting with your most recent post. This part of your application is particularly important and you need to present your evidence carefully and concisely. Remember that your objective is to 'sell' yourself in your application form.

You should write an extended description of your current role, or the role that is most relevant to your application.

Here are some other useful tips:

- Describe your roles and responsibilities carefully and concisely.
- Keep it personal. This is your chance to talk about your own achievements, tasks and actions, not the team's.
- Use terms such as "I developed, built, tested, commissioned, operated, maintained, supervised, achieved..."
- "I achieved X at..." is a more useful statement than "X was achieved at..."
- Avoid using jargon and unnecessary or unexplained abbreviations.
- Remember to use language that can be easily understood by someone who is not a specialist in your field.
- Remember to include the dates, employer, job title and the roles and responsibilities you had.

You should highlight significant achievements within that particular job or volunteer role such as receiving an award for your contributions.

### 4. Training

Please provide details of any training courses undertaken as part of your professional development, indicating where these have been certified by an awarding body recognised provider. This may include seminars, lectures, workshops, conferences and on the job training relevant to your profession.

### 5. Professional Services, Papers & Presentations

This section is not mandatory for EngTech and ICT *Tech*, however please complete this section if you wish to list any achievements.

Please use this section to record any Professional Services, Papers Presented etc.

You should give details of:

- Any reports, papers and patents published in your name. (If you work in a research or academic environment, summarise your published papers detailing your most recent reports going back no more than 5 years.)

- Any significant technical reports you have written (or co-authored) during your career which demonstrate your technical ability.
- Presentations given.

## 6. Schemes & Apprenticeships (for candidates applying through the Approved Apprenticeship route)

Please provide details of your apprenticeship training in this section.

Please also ensure that you provide a copy of your Apprenticeship Certificate and Units if applying through the Approved Apprenticeship route in the Supporting Documents area.

If you have participated in a Professional Development Scheme, you must give details of:

- Formal or structured training or the Professional Development Scheme you have completed e.g. Employer Professional Development Scheme, Apprenticeship Scheme, Cisco or Microsoft Certification, etc.
- The scheme number, if accredited by the IET. A list of Employer Professional Development Schemes accredited by the IET can be found at: [www.theiet.org/business/accreditation](http://www.theiet.org/business/accreditation).

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

## 7. Assessment Questions

Professional competence combines knowledge, understanding, skills and values. It is important to remember this when writing, and to demonstrate more than just that you are able to perform a specific task. Take this opportunity to stress your ability to do things correctly, safely, effectively and consistently. So be clear when telling us about your work experience.

Remember these statements while writing:

- Professional Engineering or ICT Technicians apply proven technical techniques and procedures to the solution of practical engineering or ICT problems.
- They have the ability to carry out supervisory or technical responsibility.
- Engineering or ICT Technicians contribute to the design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services.
- Professional Engineering or ICT Technicians manage and apply safe systems of working.
- They can also show evidence of interpersonal skills in communicating technical matters, and commitment to professional values.

The assessment questions are your chance to set out the experience you have from two or three different jobs, projects or tasks that demonstrate these competences.

Below are a number of questions that should help you to think about how you demonstrate your experience for each part of the assessment.

These questions are a guide to how you can demonstrate experience in each of the competences, but you should not feel you have to answer each of the questions below specifically in every assessment field. The best approach is simply to keep them in mind as you provide work-based examples of how you demonstrate the competence described.

### Assessment Question One

Give us an example of a project or task where you solved a technical problem, explaining your role and how you selected the appropriate techniques, procedures and methods used. Identify the way you used your knowledge and scientific, technical, engineering or ICT principles. How did you report or make recommendations on what you did to your employer and/or other people involved such as colleagues, clients or suppliers?

Include anything you did to prevent harm to people, equipment or data, e.g. safe systems of work, permits to operate, etc.

- How do you identify problems, diagnose faults or define improvements?
- What scientific, technical, engineering or ICT principles were used?
- How do you identify the options, techniques, procedures, methods available to solve a problem?
- Where have you exercised personal responsibility, what decisions and recommendations did you make?
- What is the process for the checking of your work?
- What technical standards and legislation do you work to?
- Explain the reason for choosing your example (legislation, environment, longevity, material selection, buildability, ease of maintenance etc.)
- Did your choices save time or money?
- Who are your customers / stakeholders and how do you tell them that the job has been done?
- What do you do if you know something is wrong / goes wrong?
- Give an example where you have had to apply health, safety and welfare requirements in your work and explain what could have happened if you had not done this.
- How large is your team, and what is your role?
- How do you communicate the need to get the job done?

### Assessment Question Two

Give an example of how you have identified, planned, and organised the resources needed to effectively complete another project, explaining how you took into consideration cost, quality, safety and any environmental impact. For example, you may have needed to plan safe systems of work and/or identify how you took sustainability into consideration.

Remember to think about what equipment was used, how data was gathered and analysed and how you initiated the project to produce the desired outcome.

- How do you use your engineering or ICT knowledge to do the job?
- How do you collect, analyse and generate data?
- How did you use the equipment?
- How do you identify the resources – people, tools, materials, contractors and technical information?
- How do you report and /or rectify problems with regard to time, cost and quality and make sure it doesn't happen again?
- Do you train, mentor or coach others?
- Do you attend meetings and feedback progress?
- How do you know people are safe?
- How do you prioritise your work?
- What precautions do you take to prevent harm to people, equipment or data?
- Give a brief description of a task where you have completed a Risk Assessment / actions taken to minimise risk.
- How have you contributed to environmental sustainability?

### Assessment Question Three

Give examples of where you have applied/upheld ethical principles as defined by the Institution's Conduct requirements and your Company's Codes of Practice.

Show how you undertake engineering tasks in a way that contributes to sustainable development and how you manage and apply safe systems of work. Explain how you identify, carry out and record the CPD necessary to maintain and enhance your competence in your area of work.

- How have you complied with the Institution's Code of Conduct?
- How do you abide by your company and/or industry code of conduct?
- Describe your annual appraisal process.
- Do you have a training plan / plan to meet personal and organisational objectives? How do you achieve this plan?
- Are you planning to do any courses or on the job training in the future?
- What job would you like to do in the future / how will you plan for this?
- Do you support and mentor others? How is this done?

Further guidance to assist you in answering Question Three can be found in the Engineering Council Statement of Ethical Principles [www.engc.org.uk/standards-guidance/guidance/statement-of-ethical-principles/](http://www.engc.org.uk/standards-guidance/guidance/statement-of-ethical-principles/)

## 8. Professional Registration Advisor (PRA)

If you wish to seek advice on your application you can search for your local PRA via the IET website [www.theiet.org/advice](http://www.theiet.org/advice). PRAs are members with detailed knowledge of the requirements and routes to professional registration. A PRA will also be able to advise on the presentation aspect of making a formal application. Once you have located your local PRA, a draft copy of your application can be exported to a Word document via Career Manager by selecting the 'Preview Professional Registration Application' hyperlink on the registration checklist area.

If you have consulted a PRA and they have recommended you to submit this application please provide their name and Membership Number. There is an option for the PRA to provide the IET with their view on your application form and readiness to apply. The PRA may be added as an **optional** Supporter and will be required to input their details via guest ticket.

## 9. Expertise

In order for us to select appropriate Assessors to review your application, please complete the following information:

### Expertise

Please select one area of expertise which most accurately reflects your area of work.

### Specialism

Please select a maximum of three areas of Specialism that are most relevant to your field of expertise.

## 10. Supporting Documents

Please provide the following documents to support your application:

### **Verified Certificates**

Please provide a copy of all your further or higher education certificate(s) and transcript(s) with your application.

You only need to provide copies of further or higher education certificate(s) relevant to the category of registration you are applying including any which you have already registered with the IET.

If you are applying under the approved apprenticeship route you should include a transcript of the units you have completed as well as your Apprenticeship Certificate.

### **Development Action Plan**

You may upload a Development Action Plan to accompany your application for registration, however for EngTech and ICT *Tech* applications this is optional.

A Development Action Plan demonstrates 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 – which is evidenced in your application; it is a plan for the future with short and long-term goals and details how you are going to achieve them.

If you are using Career Manager to plan your development, you can export a copy of your Development Action Plan From the "Get mentor feedback" page. You need to use the Get feedback option on the page and provide a name, set the Start and End Date for your DAP report and press the Save button. You can then press the View Report icon to download a copy of all your active development goals to show your forward planning..

## Assessment Summary

If you have a completed Professional Registration Competence, you can include this to support your professional registration application. You can either use an assessment prepared in Career Manager or manually upload a copy from another source. Upload it within the 'Supporting Document' area of Career Manager, by selecting 'Manual Upload' as the assessment file type. To use an assessment prepared in Career Manager select 'Career Manager Version' and tick to confirm that the assessment is up to date.

N.B This document acts only as further evidence to support your application; you are still required to complete all elements of the application form including a detailed employment history. If you do not complete all areas of your application it may be returned to you to provide additional information.

## Verification

Before you can submit your application to the IET, you should identify the people who will verify your application. Aim to choose supporters who have detailed and up-to-date knowledge of your work so that all the information in the application can be verified.

Please see below who may act in the roles of Supporter:

- **Mandatory:** a supporter who knows or has known you professionally, working at a senior level to you and with direct knowledge of your role and responsibilities, such as your current line manager, employer, Academic-Supervisor, or Training Scheme Coordinator. You must detail your relationship with your mandatory supporter.
- **Preferred:** as well as the mandatory requirement, it is preferable, but not mandatory, for a candidate to have an additional supporter, who is an Engineering Council or international equivalent registered engineer. This person would be a Member, or Fellow, of either the IET or another Professional Engineering Institute (PEI).
- A second and third supporter is optional and may be necessary, for example, if you work on contracts, as an additional signature to enable adequately verified periods for your employment.

**Please note your application cannot be submitted until a Supporter has verified your application. If you submit an application without a supporter who meets the mandatory requirements (as above) your application may be returned to you and will require all supporters to re-verify the application.**

## Additional Information

If you have any queries, please contact the Registration and Standards Department. The contact details are below.

### Contact Information

Registration and Standards Department

Tel: +44 (0) 1438 767333

Email: [Profreg@theiet.org](mailto:Profreg@theiet.org)