

Instructions for Applicants applying for IEng/CEng Professional Registration

The Institution of Engineering and Technology Futures Place Kings Way Stevenage SG1 2UA

Version 25 October 2024

Instructions for Applicants applying for IEng/CEng Professional Registration

1. Why we have these instructions?

1. To support the applicant in applying for professional Registration and how to complete the Career Manager or paper application form. Information regarding the full Professional Review process is available from the IET web site from the following link:

https://www.theiet.org/career/professional-registration/chartered-engineer/what-happensnext

2. Who these instructions relate to

2.1. Applicants applying for either IEng or CEng.

3. Instructions

- 3.1. The IET is licensed by the Engineering Council to award the professional engineering qualifications as defined in the UK Standards for Professional Engineering Competence (UK-SPEC). A copy of the UK-SPEC can be found on the Engineering Council website www.engc.org.uk/ukspec
- 3.2. Applicants are assessed against the UK-SPEC competence and commitment requirements. Make sure that you are fully aware of these requirements before you submit your application.
- 3.3. Applicants should seek advice from a (International) Professional Registration Adviser ((I)PRA) prior to submitting their application form. The (I)PRA will be able to discuss the application form in further detail and provide support in presenting the evidence in the best possible way. They will also be able to advise on the presentation aspects of the application.
- 3.4. (I)PRAs can be found on the IET website at <u>www.theiet.org/advice</u>
- 3.5. Applicants are advised to complete their application form on Career Manager. You can access Career Manager through this link <u>here</u> and locate Career Manager application instructions through the following link <u>here</u>. For those unable to use Career Manager, please go to our website and request an application form through this link <u>here</u>. Paper applications should be no more than 12 pages in total with the career history section comprising no more than 5 pages. Applications longer than 12 pages will be returned by IET staff for resubmission.

Version 25 October 2024

4. Your Application

4.1. Section A – Your details

Provide your name in the correct format in this section as all correspondence, including the professional registration certificate, will follow in this format. Your certificate will reflect the name and format you have stated on your application form, should you be successful.

When stating your preferred interview location, be aware that we also provide video conferencing.

If you have consulted a (I)PRA and they have recommended that you submit your application, ensure that you have provided their name and membership number on the application form.

4.2. Section B – Current Employment

Complete the details of your current employer and contact details at work, if relevant, and also indicate your preferred contact information e.g. home or business.

4.3. Section C – Your Expertise

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
2	Aerospace	15	Industrial Design & Technology Development	28
3	Agricultural & Forestry	16	Electrical Plant & Machines	29
4	Armed Forces, Policing , Emergency & Security Services	17	Electrical Power Generation Transmission & Distribution	30
5	Automated Manufacturing	18	Electronics	31
6	Automotive Engineering	19	Engineering Management Consultancy	32
7	Broadcast Engineering	20	Finance/Banking/Insurance	33
8	Built Environment	21	Further Education & Employee Technical Development	34
9	Building Construction / Civil Engineering	22	ICT Enterprise Solutions	35
10	Building Services Engineering	23	Information & Communication	36
11	Computing Software and Systems	24	Marine	37
12	Consumer Products	25	Mechanical	38
13	Defence Equipment & Infrastructure Provision/Maintenance	26	Medical & Care	39

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

Version 24 October 2024

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
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	Engines & Compressors - Reciprocating Cylinder, e.g. Diesel & Petrol
52	Aerospace - Satellites & Space Vehicles	78	Mechanical Power Transmission, Hydraulic & Pneumatic Equipment
53	Autonomous Vehicles	79	Metal Production, Smelting, Casting, Forging, Welding & Cutting
54	Instrumentation, Measurement, Control & Automation including PLC & SCADA	80	Automotive Design and Manufacturing Processes
55	Manufacturing - Large Scale Bespoke	81	Electronic Equipment - Hardware & Systems Integration
56	Manufacturing - Precision, Machine Tools, Mechatronics, Food, Pharmaceutical, Printing	82	Broadcast Engineering - Studio & Film Production, Systems Design & Operation
57	Manufacturing - Production Process Efficiency Optimisation , Quality Control	83	Airport Infrastructure including Airfield Lighting
58	Metrological Equipment & Operations	84	Architecture and Design within the Built Environment
59	Military - Air Operations & Airworthiness Fixed & Rotary	85	Building Services Electrical & Controls, Commercial, Industrial & Domestic
60	Military - Combat Engineering & Infrastructure	86	Building Services, Heating, Ventilation, Air Conditioning & Refrigeration
61	Military - Secure Communications	87	CCTV, Security & Public Information Systems
62	Military - Weapon Systems	88	Ceramic & Refractory Production (e.g. Concrete)
63	Military - Marine Operations Surface & Undersea	89	Cranes - Specialist Handling & Access Machinery - including Ports
64	Military - Specialist Land Vehicles, Machinery & Plant Operation	90	Electricity Transmission & Distribution - Plant, Cabling, & Substations
65	Optical, Laser and Image Processing Technologies	91	Electricity Transmission & Distribution - Protection, Control & Metering
66	Robotics & Artificial Intelligence	92	Highways & Road Traffic 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
108	Rail - Rolling Stock Development & Operation including Traction
109	Renewable Energy Generation and Demand Management
110	Railway Signalling & Telecommunications
111	Commission or Fault Finding, Equipment or Systems
112	Crafting of Electrical & Mechanical Artefacts or Systems
113	Oil, Gas & Mineral Extraction including Geotechnics
114	Product Development for Industrial and Consumer applications
115	Reliability, Risk & Performance evaluation of Engineered Systems
116	Research & Development - Academic & Other Institutions
117	Training & Development
118	Water, Waste, Environmental Management & Protection

Version 24 October 2024

4.4. Section D - Membership

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

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

4.5. Section E – Registration

Select the registration category you are applying for, either IEng or CEng

4.6. Section F - Education

Detail your further or higher academic qualifications, and indicate the mode of study e.g. Full time / Part time / other

You must provide copies of all your further or higher education certificates and transcripts (for those who completed their degree after 2013) with your application.

Please also provide information on any formally assessed work-based learning

4.7. Section G – Professional Development or Training Schemes (if applicable)

Provide details of any formal or structured training or details of the Professional Development Scheme you have completed. This could include any Apprenticeship scheme you have completed, Cisco or Microsoft certification etc.

If your scheme is accredited by the IET, provide the scheme number. A list of Employer Professional Development schemes can be found at: www.theiet.org/business/accreditation/

If your scheme was accredited by another institution, provide the name of the institution and the scheme number if applicable

4.8. Section H – Professional Services, Papers, Presentations etc.

In this section, provide any or all of the following:

- Any reports, patents and papers published in your name.
- Do not provide more than 1 sheet of A4 if you work in academia or research.
- Any significant technical reports you have written (or co-authored) during your career demonstrating your technical ability.
- Any services to the community such as committees including any IET ones, school governor, schools' liaison Officer or similar activities to raise the profile of engineering and technology.

4.9. Section J – Career History

This section is your chance to showcase your knowledge and experience and how you can demonstrate the required competences and commitment requirements for the intended category of Registration. When applying for professional registration, please do not share sensitive or confidential information. The assessment evaluates your engineering knowledge, problem-solving abilities, personal technical contribution, leadership, and commitment to ethics and sustainability. It is therefore important to present your evidence carefully, clearly, and concisely. For each post, supply the following details:

- Start and End Dates
- Name/place of employment and Job title
- Your main responsibilities
- Your achievements within this post

Arrange your experience in chronological order, starting with your earliest post. Applicants should only provide a detailed career history for the last ten years. A summary of any relevant experience gained prior to the last ten years should be provided in lieu of a detailed description for each role. Do not use bullet points. Your application should be an extended description of your engineering career history not a summary of your roles; it should read like a compelling story not a CV.

You may want to think about presenting your evidence using the STAR principle (**S**ituation, **T**ask(s), **A**ctions and **R**esults). Applicants using Career Manager are encouraged to use the self-assessment summary feature to prepare their evidence and may also include this as information to support the content of their career history.

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

Use terms such as I led, designed, built, negotiated, presented, implemented, achieved amongst others, avoiding jargon and unexplained abbreviations.

Give an extended description of your current role, or the role that demonstrates your current competence giving details of your responsibilities together with any relevant metrics. Detail the results of the work undertaken, including the kind of personal learning you gained from the experience and any lessons learned.

Remember that you are detailing how you demonstrate the competences so refer back to UK-SPEC to ensure you show evidence for each of the competences and commitment sections.

Provide details of the projects and tasks for which you have had direct responsibility and what that responsibility entailed.

If you do not have the required academic qualifications to meet the Education Requirements, you will need to demonstrate how you have gained the Knowledge and Understanding appropriate for the level of registration for which you are applying. This can be through work-based learning, short courses, in employment training or company schemes, Vendor or other training and certification and experiential learning.

When printed this becomes an uncontrolled document and might not be at the current version Version 24 October 2024

It is important to tell your engineering story detailing as much of your experience in relation to the competences and commitment again in the UK-SPEC.

The assessors will be looking to identify there is sufficient evidence within your career history and will be concentrating on:

- How you made technical /engineering decisions
- How you presented technical information
- How you undertook technical investigations, how you gathered and explained the data, and ensured the quality of that data. Applicants should describe any challenges encountered and how they personally addressed these to reach solutions.
- How you justified the technical / engineering decisions you made
- What was the outcome and how technological changes may have affected your methods or decisions.

The use of 'Artificial Intelligence' (AI) to improve the presentation of an application is not currently prohibited, providing that this is declared at the point of application. Remember, your application form will be used as an agenda for the Professional Registration interview, therefore it is in your best interest to give a full, clear, and concise summary of your experience.

4.10. Section K – Declaration

Sign and date the declaration, confirming the information is true to the best of your knowledge.

4.11. Section L – Supporter's/Verifier's (Career Manager application) details

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

Your supporter/verifier should know you professionally, with direct knowledge of your role and responsibilities. You are required to detail your relationship with your supporter/verifier.

It is preferred, but not mandatory, for you to provide an additional supporter/verifier who is a registered engineer, either 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)

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

For paper applications you will need to provide your supporter/s with the Supporter Reference Form/s 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. Development Action Plan (DAP)

You may wish to submit a Development Action Plan (DAP), which details your short, medium and long term career development plan beyond becoming professionally registered, as a separate document; however, this is not a mandatory requirement.

4.13. Additional information

The information you provide will be used to carry out a review of your application. You may be asked to provide further information about your work experience to successfully demonstrate the competences set out in UK-SPEC. The IET staff will contact you detailing the further information required, including any guidance to support you in providing the requested information, should that be applicable.

The IET is committed to reducing and removing barriers to professional registration and membership. For example, if you are D/deaf, hearing impaired, visually impaired, neurodiverse or managing anxiety or mental health, then please make us aware and we will provide you with the necessary support and application/process guidance.

4.14. Fee for Professional Registration

You are 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 instructions?

5.1. If you do not follow these instructions, 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 instructions work in practice, or comments or suggestions as to how it could be improved, please contact Professional Registration team at profreg@theiet.org