Introduction

UK-SPEC

Your application will be assessed against the UK-SPEC competence and commitment statements. Please ensure you are aware of these requirements: http://www.engc.org.uk/ukspec.aspx

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

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, or IEng).

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

Registration Checklist

The following instructions have been presented under the headings as they appear in the registration checklist in Career Manager

1. Personal Information

Complete your personal information including your contact address and current employment details.

2. Academic & Vocational Qualifications

You must give details of:

- All further or higher academic qualifications, including any which you have already registered with the IET e.g. MEng, BEng, MSc, HNC or trade qualifications etc.

- Any formally assessed work-based learning.

If your qualification is not listed in the drop-down menu please include your qualification under 'Other'.

Please provide a copy of your further or higher education certificate(s) and transcripts* with your application.
*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 the IET committee membership, schools' liaison, or other activities, which raise the profile of engineering and technology or any service to the community i.e. JP, school governor, etc.

The amount of text you include under 'Responsibilities & Personal Achievements' largely determines the resultant size of your registration application. Applicants must ensure that their employment history section is limited to the equivalent of 5 pages of printed text. The requirement is not to exceed a total of 12 pages for the whole application when printed.

Responsibilities & Personal Achievements

Your responsibilities and achievements are how you explain to assessors how you demonstrate the required competence and commitment, so it's important to present your evidence carefully, clearly and concisely.

Career Manager will arrange your experience in chronological order, starting with your most recent 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.

You may want to think about presenting your evidence using the STAR principle:

- Situation
- Tasks
- Actions
- Results

You should keep it personal. The assessors are interested in what you did, not what the team did. Use terms such as 'I led', 'I designed', 'I built', 'I negotiated', 'I presented, 'I implemented', 'I 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 any knowledge gained from the experience, and any lessons learned.

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

The assessors will be looking to identify that 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.

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

4. Training

Please provide details of any relevant 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

Please use this section to record any Professional Services, Papers Presented etc. You can include:

- 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.

6. Schemes & Apprenticeships

A list of Professional Development Schemes and Apprenticeships accredited by the IET can be found at: www.theiet.org/business/accreditation/

You can join your current Scheme from the Scheme & Apprenticeships option on the main menu ribbon at the top of the Career Manager page.

If your professional development scheme was accredited by another institution, please record this under Past Schemes & Apprenticeships and give the name of the accrediting institution and scheme number if applicable.

7. 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. 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 PDF document via Career Manager by selecting the 'Download Draft Application' button in the Review Application section of your registration application.

If you have consulted a PRA and they have recommended you to submit this application, please provide their name and Membership Number.

8. 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 using the drop-down menu.

Specialisms

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

Preferred Interview Location

Please indicate your preferred Centre for the interview. If your location is not specified in the dropdown menu, please select 'Other – UK' or 'Other – International'.

Aberdeen	Glasgow	Other- UK
Belfast	International	Other- International
Birmingham	Leeds	
Bristol	London	
Dublin	Manchester	
Edinburgh	North East England	

Video conferencing may also be used where available.

If you have special requirements, please let us know so that appropriate arrangements can be made.

9. Supporting Documents

Please provide the following documents to support your application:

Further or Higher Education Certificates

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

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.

Transcripts

Please provide a copy of your degree transcript (if your degree was awarded after 2013) or a module list if you have one.

If you are applying for an approved apprentice 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. This shows your commitment to maintaining and continuing your professional competence. This does not need to be linked to an organisation and can be self-managed. This is optional.

Your development action plan is not a record of past development – this will be evidenced in your application; this is a plan for the future with short and long-term goals and 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 "Get mentor feedback" page. You need to Use the Get feedback option on the page and provide a name and 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.

Competence Assessment Summary

If you have a completed Professional Registration Competence Assessment, you may also include this as information to support your professional registration application. You can either use the self-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 this may be returned to you to provide additional experience.

Verification

Before you can submit your application to the IET, you should identify the people who will verify your application. These need to comply with the following requirements:

It is a requirement 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, this supporter will be registered but this is not a mandatory requirement.

Your supporter should know you professionally, with direct knowledge of your role and responsibilities. You are required to detail your relationship with your supporter.
It is preferred, but not mandatory, for you to provide an additional supporter 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)

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

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 <u>all</u> supporters to re-verify the application.

Additional Information

Artificial Intelligence - 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.

- 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

- 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. You will receive instructions to assist you if you are asked to provide additional information.

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

Advice - If you need further help, you may wish to look up a professional registration advisor in your area: www.theiet.org/advice

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 advice.

Contact Information

Registration and Standards Department

Tel: +44 (0) 1438 767333
Email: profreg@theiet.org

Armed Forces enquiries
Email: armedforces@theiet.org