Working to engineer a better world

Becoming professionally registered through the IET

Stephanie Smith
Professional Registration Account Manager

Professional Home for Life ® for Engineers and Technicians
Agenda

What next?

The IET

Application Form

Professional Registration

Professional Home for Life ® for Engineers and Technicians
The IET at a glance

- Over 167,000 members in 150 countries
- World’s largest institution offering Engineering Council registration
- A lifetime of professional development, qualifications and career support
- Offices in Asia Pacific, India, USA and the UK
- 100 Local Networks in 37 countries
- 2,000 Volunteers.
- World-class publications and knowledge resources.
The IET UK Member Buildings

Birmingham  London  Glasgow
How can IET membership help you?

• Stand out from the crowd with membership designatory letters, TMIET and MIET
• Keeping you up to date with the latest engineering developments
• Build your knowledge
• IET Events and Communities
• Awards and Scholarships
• Become a professional engineer
Unlock your Member Rewards

Professional indemnity insurance

10% off rates across the world
Quote the following code: CDP 801568

30% off at 500 hotels across Europe
plus a range of discounts and offers

12.5% saving on Home Insurance

Exclusive rates for IET members on the purchase of a new Volvo car, including discounts off the basic price and factory fitted options, free of charge metallic paint, servicing offers and preferential finance deals. Subject to terms and conditions and model selected.
What is registration?

Benefits

Process
What is Professional Registration?

- Professional registration proves your knowledge, understanding and competence in the work that you have undertaken.

- An internationally recognised benchmark of your capability in your chosen career.

- The IET is licenced by the Engineering Council to award professional engineering qualifications.

- The number one reason people join the Professional Engineering Institutions is to achieve professional registration.

- Professional registration qualifications are the recognised benchmark of excellence for technicians in this country and increasingly throughout the world.
Types of Registration

Engineering based registrations:

- Chartered Engineer (CEng)
- Incorporated Engineer (IEng).

Technician based registrations:

- ICT Technician (ICTTech)
- Engineering Technician (EngTech).

Further professional qualifications:

- Chartered IT Professional (CITP)
- Chartered Manager (CMgr)
# Which Registration Category?

<table>
<thead>
<tr>
<th>Engineering Technician (EngTech)</th>
<th>ICT Technician (ICTTech)</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Apply technical and practical skills to solve or improve practical engineering problems.</td>
<td>• Focus on ICT solutions and services</td>
</tr>
<tr>
<td>• Who have supervisory or technical responsibility</td>
<td>• Applying technical and practical skills</td>
</tr>
<tr>
<td>• Demonstrate a commitment to professional engineering values</td>
<td>• Exercise personal responsibility</td>
</tr>
<tr>
<td>• Contribute to either design, development, manufacture, commissioning, decommissioning, operation or maintenance of products, equipment, processes or services</td>
<td>• Contribute to the design, development, implementation, installation, operation, problem solving and security of ICT applications, products, services and/or infrastructures</td>
</tr>
<tr>
<td>• Communicate technical matters</td>
<td>• Communicate and recognise obligations</td>
</tr>
<tr>
<td>• Apply safe systems of work</td>
<td></td>
</tr>
</tbody>
</table>
Which Registration Category?

<table>
<thead>
<tr>
<th>Incorporated Engineer (IEng)</th>
<th>Chartered Engineer (CEng)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Incorporated Engineers <strong>maintain and manage</strong> applications of <strong>current and developing technology</strong>, and may undertake engineering design, development, manufacture, construction and operation.</td>
<td>Chartered Engineers <strong>develop solutions</strong> to engineering problems using <strong>new or existing technologies</strong>, through innovation, creativity and change and/or they may have technical accountability for complex systems with significant levels of risk.</td>
</tr>
</tbody>
</table>
Applicants should be able to demonstrate:

**Chartered Engineer (CEng)**
- The theoretical knowledge to **solve problems** in **new technologies** and **develop new analytical techniques**.
- Successful application of the knowledge to deliver **innovative** products and services and/or take technical responsibility for **complex** engineering systems.

**Incorporated Engineer (IEng)**
- The theoretical knowledge to **solve problems** in **developed technologies** using **well proven analytical techniques**.
- Successful application of their knowledge to deliver engineering projects or services using **established technologies and methods**.

**All applicants**
- Accountability for project, finance and personnel management and managing trade-offs between technical and socio-economic factors.
- Skills set necessary to develop other technical staff.
- Effective interpersonal skills in communicating technical matters.
- Commitment to professional engineering values.
What is Registration?

Benefits

Process
Why become professionally registered?

An investment in professionally registered staff can demonstrate:

• To your customers as part of a formal tender or bidding process an independent verification of the competence and professionalism of your staff

• A focus on delivering quality to customers and shows that you expect and invest in high ethical and professional standards of all your staff.

• A statement of intent with regard to your professional status within your industry

• Support for a career progression framework and CPD within your business

• Professional Registration can support the answers to key internal / external customer questions:
  • *Is your business credible?*
  • *Are your staff competent?*
  • *Can you demonstrate this?*
Why become professionally registered?

• Shows that your competence and commitment to professionalism have been assessed by other engineering professionals.

• Gives you recognition as a professional in your field and shows evidence of your expertise.

• Only achievable through industrial experience – academic qualifications prove your ability to learn whereas registration shows how you’ve put that knowledge into practice.

• Successful candidates are awarded protected post-nominals which distinguish yourself as a professional engineer or technician (CEng MIET).

• This ensures you stand out from the crowd, improving your own marketability.
What is Registration?

Benefits

Process

Professional Home for Life® for Engineers and Technicians
Steps to professional registration

1. Membership
2. Developing competence under UK-SPEC
3. Competent
4. Application
5. Initial review
6. Professional review
Competence
Underpinning Knowledge and Understanding

Exemplifying Qualifications

- **CEng** – Accredited MEng or Accredited BEng(Hons) + MSc/further learning
- **IEng** – Accredited BEng or HND/Foundation Degree + further learning
- **EngTech/ICTTech** – Level 3 Technician Qualification

Do not hold exemplifying qualifications?
Work Based Learning & Further Learning

No exemplifying qualifications?

Provide other evidence of UK&U:
- Formal further learning
- Work based learning

Has the candidate:
- Had the opportunity to learn?
- Exercised what they have learned?
- Learned from the experience?
UK-SPEC

A. Knowledge and understanding

B. Design and development of processes, systems, services and products

C. Responsibility, management or leadership

D. Communication and interpersonal skills

E. Professional Commitment
Knowledge and understanding

- Demonstrate clear understanding of engineering principles
- Show how knowledge and understanding is used
- Explain how a piece of technical equipment, system or mechanism works
- Actions taken to select techniques & procedures
UK-SPEC

B

Design and development of processes, systems, services and products

- Evaluation of a task
- Solution to a problem / breakdown
- Identification of problems using measurement, monitoring & assessment
- Applied methods to diagnose faults
- Decisions about material, components, people or plant to use
- Continued maintenance of efficiency / quality of service
UK-SPEC

C

Responsibility, management or leadership

- Leadership/management/supervision
- Working under one's own initiative
- Seeing a process through to completion within agreed targets
- Identification and agreement what had to be done, to what standard
- Technical specifications
- Project management
- Site notes / instructions
- Status reports / defect reports
UK-SPEC

D
Communication and interpersonal skills

• Established working relationships
• Letters, emails, drawings, technical reports
• Maintenance activity reports
• Evidence of presentations
• Contribution to discussions / papers
• Task planning / work instructions
• Minutes of meetings
UK-SPEC

E

Professional Commitment

- Membership of an Institution / code of conduct
- Health & Safety training
- Risk assessment / safety screening
- Up-to-date safe working practices
- Awareness of sustainable practices and legislative issues
- External activities
- Personal development action plan
Career Manager

Members online professional development tool:

• Logs all your professional development
• Assesses your competence for professional registration
• Allows you to set objectives and actions against UK-SPEC frameworks
• Creates an online portfolio
• Supports your future application for professional registration.

Seize control of your professional life
Once you have assessed yourself against all of the competences, you will have a clear view of the areas you may wish to develop.

<table>
<thead>
<tr>
<th>Competence Name</th>
<th>Skill Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>A. Knowledge and Understanding</td>
<td></td>
</tr>
<tr>
<td>B. Application to Practice</td>
<td></td>
</tr>
<tr>
<td>C. Technical and Commercial Leadership</td>
<td></td>
</tr>
<tr>
<td>D. Interpersonal Skill</td>
<td></td>
</tr>
<tr>
<td>E. Professional Conduct</td>
<td></td>
</tr>
</tbody>
</table>

**Evidence**

Use the text box below to add evidence to support your self-assessed level.
Continuing Professional Development

Planning your CPD
Creating a plan involves defining your goals and then setting objectives and actions to ensure you achieve them.

Doing your CPD
Tips for successfully undertaking the development activities you have planned.

Reviewing your CPD
Review your learning against your plan. Any outstanding development or new goals can be carried over into the planning stage for your next cycle.

Recording your CPD
Record your CPD activities and reflect on what you have learned and how you can apply your learning.
CPD Monitoring Scheme

- Recognition of a wide range of CPD activities
- Recognition of both planned and unplanned CPD
- Guideline 30 hours per year (10 hours for retired members)
- Improved CPD recording functionality in Career Manager v3

Training
Work experience
Academic study
Volunteering
Events & Seminars
Self-study
• Your details
• Current Employment
• Your Expertise
• Membership Number
• Registration Category
• Education

• Professional Development or Training Schemes (if applicable)

• Professional Services, Papers presented

• Mentoring others

• Continuing Professional Development
  Volunteering
  Self Study
  Seminar/conference attendance
  Training course attendance

• Accountability Diagram
• Relevant Career History

<table>
<thead>
<tr>
<th>Start/End Date</th>
<th>Employer &amp; Job Title</th>
<th>Experience</th>
</tr>
</thead>
</table>

Note: The information provided above will be used to carry out an initial assessment of your application. As a result of this initial assessment you may be required to provide further information to support your application.
Relevant Career History Section

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, so that the Assessors think you are registrable.

Arrange your experience in chronological order. Our preference is that you start with your earliest post.

Summarise your employment history under the following headings: date; employer; job title and experience, giving details of your responsibilities.

Give an extended description of your current role, or the role that is most relevant to your application.
Relevant Career History Section

Remember when presenting evidence of UK-SPEC Core Competences and Commitments:

• Keep it personal, i.e. talk about your own achievements, tasks and actions, not what the team did.

• Use terms such as "I developed, built, tested, commissioned, operated, maintained, supervised, achieved…….”

• Use words like “I commissioned the XYZ system” rather than “the XYZ system was commissioned” so that you are clearly stating who did what and emphasising your own individual role.

• Avoid use of jargon and unnecessary or unexplained abbreviations.

• Use language that can be understood by someone who is not a specialist in your field.
Relevant Career History Section

Remember when presenting evidence of UK-SPEC Core Competences and Commitments:

• Indicate the size and complexity of the projects or tasks for which you have had direct responsibility

• Quantify any budget(s) for which you have had overall responsibility.

• Use numbers to show the size and scale of your responsibility; for example, numbers of people supervised, or the value in financial terms of the activity for which you were responsible.
- Your details
- Current Employment
- Your Expertise
- Membership Number
- Registration Category
- Education

- Professional Development or Training Schemes (if applicable)

- Career History
Assessment Question 1

Give 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.

Tell us about any scientific, technical or engineering principles you used and how you reported or made recommendations on what you did to your employer or other people involved such as clients or suppliers.

Include anything you did to prevent harm to people, equipment or data.
1. What scientific, technical or engineering principles were used?
2. How do you identify the options, techniques, procedures, methods available to solve a problem?
3. Where have you exercised personal responsibility, what decisions and recommendations did you make?
4. What is the process for the checking of your work, by, for example, your line manager?
5. What technical standards and legislation do you work to?
6. Explain the reason for choosing your example (legislation, environment, longevity, material selection, buildability, ease of maintenance etc.)
7. Did your choices save time or money?
8. Who are your customers / stakeholders and how do you tell them that the job has been done?
9. What do you do if you know something is wrong / goes wrong?
10. Give an example where you have had to apply health, safety and welfare requirements in you work and state what would have happened if you had not done this.
11. How large is your team, and what is your role?
12. How do you communicate the need to get the job done?
Assessment Question 2

Give an example of how you have identified, planned, and organised the resources needed to effectively complete a project, explaining how you took into consideration cost, quality, safety and any environmental impact.

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.
1. How do you use your engineering knowledge to do the job?
2. How do you collect, analyse and generate data?
3. How did you use the equipment?
4. How do you identify the resources – people, tools, materials, contractors and technical information?
5. How do you report and/or rectify problems with regard to time, cost and quality and make sure it doesn’t happen again?
6. Do you train, mentor or coach others?
7. Do you attend meetings and feedback progress?
8. How do you know people are safe?
9. How do you prioritise your work?
10. What precautions do you take to prevent harm to people, equipment or data?
11. Give a brief description of a task where you have completed a Risk Assessment / actions taken to minimise risk.
12. How have you contributed to environmental sustainability?
Assessment Question 3

Give an example of how you have complied with the Institution’s Code of Conduct, how you keep in touch with developments in your technical area, and how you have continued to develop your knowledge and skills.
1. How have you complied with the Institution’s Code of Conduct?
2. Do you abide by your company and/or industry code of conduct?
3. Describe your annual appraisal process?
4. Do you have a training plan / plan to meet personal and organisational objectives? How do you maintain this plan?
5. Are you planning to do any courses or on the job training in the future?
6. What job would you like to do in the future / how will you plan for this?
7. Will you support and mentor others? How is this done?
• Declaration

• Supporter’s Details

• Scheme Coordinator’s Details
  (Approved Apprenticeship Scheme)

• Scheme Approval Number
  (Approved Apprenticeship Scheme)
Who may act in the role of Supporter?

- **Mandatory:** a supporter who has known you professionally for two years or more, working at a senior level to you and with direct knowledge of your role and responsibilities, such as your current line manager, employer or PhD Supervisor.

- **Preferred:** As well as the mandatory requirement it is preferable to also choose a supporter who is Engineering Council or international equivalent registered engineer, who is a Member or Fellow of the IET or another Professional Engineering Institute.
Online Application

Your employment responsibilities and personal achievements are particularly important. Please read the guidance notes and fill this section sufficiently.

We strongly recommend that you send a copy of your application to a PRA/IPRA prior to submitting your application.

Visit the IET website to locate your local PRA/IPRA.
Online Application

You can preview your registration application at any time. This is also where you will export a copy of your application to send to a PRA/IPRA.
Online Application

Select ‘Your Expertise’ to allow the IET to select appropriate assessors to review your application.

Choose the sector which most accurately reflects your work.

Select up to three specialisms that are most relevant to your field of expertise.

Select your preferred interview location. (Interview location is not required for EngTech or ICTTech applications.)
Submission

✓ Application Form
   signed and dated by Individual and Supporter

✓ Supporter Reference Form

✓ Copies of any formal qualification certificates
   signed and dated by Supporter

✓ Accountability diagram
   separate file for online application
IET Professional Review Process
What happens after submission?

EngTech/ICT Tech

- Peer review of application to confirm UK&U
- Peer assessment of application and additional evidence
- Final decision – peer assessment of evidence

Initial Review
Peer Assessment
Peer Decision
IET Professional Review Process
What happens after submission?

CEng/IEng

- Peer review of application to confirm UK&U
  - Initial Review

- Peer assessment of application and additional evidence
  - Peer Assessment

- Face to face Professional Review Interview
  - Professional Review Interview

- Final decision – peer assessment of evidence
  - Peer Decision
Professional Review Interview

Interviewers will probe the five competences and commitment statements

Format
Presentation by candidate, Q & A

A: Ability to work with technology
B: Apply engineering methods
C: Project, process & resource skills
D: Communication & team skills
E: Professional approach

Discipline Specific
Common Skills
Payment steps to becoming Professionally Registered

Step 1 Join the IET

Step 2 Apply for professional registration

Step 3 Pay the Engineering Council fee

Step 4 Become professionally registered and pay your annual fees

2017 Registered Membership Fees

Member (MIET or TMIIET)

<table>
<thead>
<tr>
<th>Registration Category</th>
<th>IET Qualified &amp; Registered Membership Fee</th>
<th>Engineering Council Annual Registration Fee</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEng</td>
<td>£192.00</td>
<td>£32.00</td>
<td>£224.00</td>
</tr>
<tr>
<td>IEng</td>
<td>£192.00</td>
<td>£32.00</td>
<td>£224.00</td>
</tr>
<tr>
<td>EngTech</td>
<td>£171.00</td>
<td>£36.00</td>
<td>£207.00</td>
</tr>
<tr>
<td>ICTTech</td>
<td>£171.00</td>
<td>£36.00</td>
<td>£207.00</td>
</tr>
</tbody>
</table>

Fellows (IET)

<table>
<thead>
<tr>
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<th>Engineering Council Annual Registration Fee</th>
<th>Total Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>CEng</td>
<td>£219.00</td>
<td>£37.90</td>
<td>£256.90</td>
</tr>
<tr>
<td>IEng</td>
<td>£219.00</td>
<td>£37.90</td>
<td>£256.90</td>
</tr>
<tr>
<td>EngTech</td>
<td>£198.00</td>
<td>£18.40</td>
<td>£216.40</td>
</tr>
<tr>
<td>ICTTech</td>
<td>£198.00</td>
<td>£18.40</td>
<td>£216.40</td>
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</table>

Technicians and Engineers that are within the early stages of their career may qualify for IET Advantage or IET Signature reduced membership subscriptions.

*The price for associate membership is the same as MIET or TMIIET, however the processing time is shorter and it requires professional registration candidates do not submit the same information for both membership and registration processes. Associate members of the IET who become professionally registered have their membership upgraded automatically free of charge to the appropriate membership category. Associate achieving EngTech or ICTTech will be upgraded to TMIIET, those achieving Eng or IEng will be upgraded to MIET.*
Any Questions?

For assistance in completing the application:

Speak to Professionally Registered staff

Contact me: Stephanie Smith

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M:  +44(0)7720 090921