INTERNATIONAL EXISTING REGISTRANT CHARTERED & INCORPORATED ENGINEERS APPLICATION GUIDANCE

Institution of MECHANICAL ENGINEERS

Guidance notes for application to become a **Member** of the Institution of Mechanical Engineers (MIMechE) via the **Mutual Recognition Agreements (MRA)** or the **European Mobility Directive (EMD)**

Return your application to:

Institution of Mechanical Engineers
1 Birdcage Walk
Westminster
London SW1H 9JJ

For help with your application:

UK telephone: 0845 226 9191
Int telephone: +44 (0)20 7304 6999
Fax: +44 (0)20 7233 1654
Email: membership@imeche.org
Web: www.imeche.org/application


INTERNATIONAL EXISTING REGISTRANT APPLICATION

Institution of MECHANICAL ENGINEERS

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Application to become a **Member** of the Institution of Mechanical Engineers (MIMechE)

About this form

Use this form to apply to become a Member of the Institution of Mechanical Engineers if you're already registered with the Engineering Council via one of the institutions they approve as a Chartered Engineer or an Incorporated Engineer.

Before you begin this process you should be confident that you meet the current requirements.

Eligibility

Registered engineers with the Engineering Council (EngC) as Chartered or Incorporated Engineers who can demonstrate a strong element of mechanical engineering within their role and practice would be considered eligible to apply.

The application process

Once you have completed all sections of this form, please return it to the address at the top of the page.

Once we have processed your application we will let you know in writing whether it has been approved. While an interview is not mandatory, there may be occasions when one is required.

This form has three sections

You must complete all sections before you submit your application:

1. About you
2. About your career and organisation
3. Sponsors

Using this form

- Please type using a black font
- Please fill in all applicable fields in this form

Support text is shown alongside questions at the point of need. Further guidance can be found in the guidance notes for this application, which should be read before beginning your application.

Application checklist

☐ Have you enclosed the application fee?

Details of our current fees can be found on our website. Cheques should be made payable to Institution of Mechanical Engineers.

EXISTING REGISTRANTS APPLICATION FORM
INSTITUTION OF MECHANICAL ENGINEERS

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VERSION 1

About these guidance notes

This guide has been prepared to provide support, assistance and advice to suitably experienced and qualified registrants via the Mutual Recognition Agreements with nominated Engineering Institutions and through the European Mobility Directive, who wish to gain membership of the IMechE.

As an international existing registrant through this option, you will need to demonstrate your competence aspects of your work against UK-SPEC and your commitment to Continuing Professional Development (CPD). An interview is not required in the majority of cases. An Industrial Advisor will assess the application and determine whether an interview may be necessary and then refer this to the Professional Review Committee (PRC), for final decision..

The application process is straightforward. Please read and review these notes before starting your submission. To download and complete the application form visit **www.imeche.org/application**. If you have questions or queries at any stage of the application process, please contact our Membership Helpdesk on T: 0845 226 9191 or E: membership@imeche.org. For international callers, please dial **+44 (0)20 7304 6999**.

Contents

Section 1: Before you apply

Eligibility

Mutual Recognition Agreement (MRA)

Registered professional engineers with one of the following institutions and who can demonstrate the requirements:

- Hong Kong Institution of Engineers
- Institution of Professional Engineers New Zealand
- Engineers Australia

European Mobility Directive (EMD)

Registered professional engineers in a regulated European country can be considered under the European Mobility Directive; professional engineers in a non-regulated European country can also be considered if they hold an appropriate degree and have at least one years experience out of the last 10 years in a non-regulated country.

To confirm if you are eligible to apply through these routes, please contact the Membership Applications team before completing the application form.

Section 2: Your application

The application process

The application process is as follows:

1. Complete an application form
2. Get support from two sponsors
3. Submit your application

Completing your application form

General guidance

- Please type using a black font
- Please fill in all applicable fields in the form
- Electronic copies of the application form are available from the IMechE website: www.imeche.org/application
- Talk to your sponsors before filling it in – understand what they want to see
- All answers should be written in the first person and exclude any company jargon and acronyms
- Include your name and membership number (if applicable)
- Use an appendix for a glossary of terms if it's useful (not included in the word count)
- Please ensure that your application is proofread before submitting

Guidance on the application form

Support text is shown on the application form itself at the point of need:

> **Support text:**
> You'll find helpful support text at the point of need throughout the application form. It will always appear like this

Section 1: About you

In this section we ask for your personal and employment details, as well as your area of expertise. You'll find all the guidance you should need within the application form.

Section 2: About your career and organisation

In this section you should provide a brief description of your current role, the organisation you work for and its objectives. You should give a brief summary of your career history, providing an outline of each role and the dates the positions were held.

In order to make a successful application for Membership, you need to tell us what you have done and what you have achieved in your engineering career. You should be able to demonstrate that you are competent and committed to your profession.There are five generic competence statements that you must address, as well as your involvement with Mechanical Engineering and your commitment to continuing professional development.

You should provide an organisation chart for your current employment which clearly shows your position within the organisation and any direct reports that you have.

Section 3: Personal competence statements

In this section you need to provide evidence to demonstrate that the competence requirements, set out in UK-SPEC, have been met. The assessors will be looking for around 400 words, for each competence area, A to E. You can download the UK-SPEC from:
www.engc.org.uk/professional-registration/standards/uk-spec

Each competence area is broken down into sub-statements and you should provide information to support each section within this word-limit, i.e. write around 400 words for each competence, which is a paragraph or two on each sub-competence.

In these sections you should provide a narrative that is supported by quantitative information where applicable, e.g. number of direct reports, size of budget etc, as this will be of use to the assessors. You may find that some information is repeated.

Tables showing the five competence areas, broken down into the sub-competences for Chartered Engineers and Incorporated Engineers are shown in Appendices A and B respectively. These give some examples of the type of information that could be included.

Completing your application form (continued)

Section 4: Sponsors

You will need two sponsors to provide their contact details and sign your application. Applicants for CEng should be sponsored by one Chartered Engineer. Applicants for IEng can be sponsored by either an Incorporated Engineer, or a Chartered Engineer. Sponsors can be registered with any Engineering Council-listed engineering institution; they don't have to be a member of the IMechE. Your second sponsor could be another registered engineer, or your line manager. Your sponsor can't be a direct family member.

Your sponsors should read through your application and initial the competence statements to indicate that they have agreed with the information you have provided. They are signing the form to indicate that they believe you are suitable for consideration at the level of registration you are applying for (either IEng or CEng) and as a Member of the Institution of Mechanical Engineers.

How we can help

If you have any queries regarding the application process you should contact the Membership team on **0845 226 9191**, if you are calling from outside the UK the number is **+44 (0)20 7304 6999**. Alternatively please send an email to **membership@imeche.org**

What we look for

The application documents should highlight your experience, responsibilities and expertise. You should be able to show how each of the competences has been met. The simplest way of doing this may be to select one or two fairly recent projects that will allow you to demonstrate:

- the breadth and depth of your engineering knowledge and how you apply or have applied engineering principles
- your ability to design, develop and apply or use new and emerging technologies appropriate to the type of registration sought
- evidence of any relevant training you may have completed (training certificates are not required)
- how you have identified and resolved problems
- your level of responsibility and autonomy within the project or processes
- how your leadership skills have developed
- how you influence others

Under competence E, you should make a clear statement that you have read, understood and will abide by the IMechE Code of Conduct. It should also highlight your commitment to the profession, your willingness to support others and should mention if you are involved with IMechE or the promotion of engineering.

Applicants under the MRA or from regulated countries under the EMD should provide evidence of their professional registration or professional qualification.

All applicants must provide degree evidence. For European degrees, please provide a copy of your diploma supplement, if available; a translation will be required for any certificates not in English.

When insufficient or unsatisfactory evidence is presented in the application, the Industrial Advisor will request supplementary information. When any supplementary information does not present a clear and compelling case for election, the Industrial Advisor may recommend an interview in order to explore any weaknesses and ensure that all facets of the application have received full consideration. The request for an interview will be reviewed by the Professional Review Committee.

Fellow applicants

Fellowship of the IMechE is the senior class of membership and as such applicants seeking election to Fellow are expected to demonstrate by the appropriate evidence their commitment and practice of many of the Fellow attributes and qualities. Please refer to the Fellow web page for the list of qualities and some examples of the types of information the assessors will be looking for.

The IMechE recognises that applicants may no longer have hands-on engineering responsibility and that their careers may have developed more broadly into senior management or into a specialist role.

Individuals who have retired from a position of senior responsibility but continue to demonstrate a continuing commitment to the profession within their CPD may be suitable to apply for election to Fellowship.

The Institution believes that an established reputation is not necessarily dependent on holding a significant position of responsibility within senior management. Individuals who have made a sound and significant contribution as engineers are encouraged to apply.

Registrants seeking election to Fellow must also complete and submit the Fellow upgrade application and submit this together with the International Existing Registrants application. Application forms, guidance notes and exemplars can be found in the 'Upgrade your membership' section of the website.

Please note you should have at least one Fellow, registered with the IMechE or another Professional Engineering Institution, as a sponsor. Your second sponsor can be another Fellow, your line manager or another professional engineer.

What happens next

Your application is sent to an experienced and trained Industrial Advisor for assessment. The Industrial Advisor may make one of five recommendations to the Professional Review Committee:

- Election to Member or Fellow;
- Request supplementary information to support the application;
- Request the applicant to attend an interview;
- Deferral with guidance for any areas of development; or
- Not recommended (for reasons given).

Before an interview is requested, it is normal practice to request supplementary information to support any perceived areas of weakness. Applicants invited to attend an interview will be advised about any further information that may be required. An invitation to attend an interview may indicate that the Industrial Advisor is unsure about the applicant's level of responsibility, mechanical engineering expertise or commitment to Continuing Professional Development.

Professional Review Committee

The Professional Review Committee meets quarterly to consider all applications for Membership and Fellowship. Audits are regularly conducted in accordance with the IMechE bylaws and terms of reference by trained staff and appointed members to ensure that the procedures are being followed and that the decisions made are sound. The Committee will assess the application in its entirety taking into consideration the recommendations of and comments from the Industrial Advisor.

The secretary to the Professional Review Committee will advise applicants who fail to satisfy the requirements of the reasons in writing. The secretary will normally use the peer assessment and Industrial Advisors comments as reference.

What happens next (continued)

Arbitration and appeals process

Applicants who are dissatisfied with the considered decision about their application may appeal within a given time frame. All documentation will be made available to the Arbitration Panel which will carry out an in-depth review of the application and any additional information supplied by the applicant or their sponsors.

Successful applications

Successful applicants will receive a letter from the Chief Executive confirming their achievement and will be given the opportunity to purchase a hand-calligraphed certificate.

Section 3: Your checklist

You should keep copies of all documents submitted to IMechE, as original applications will eventually be scanned and shredded.

Please check that you have included all the elements below before submitting your application. Incomplete applications will delay the application process and may result in your application being withdrawn.

Have you...

- [ ] Signed and completed the application form.
- [ ] Had the sponsor information completed.
- [ ] Included your application fee - details on our current fees and credit card payment form can be found on our website. Cheques should be made payable to Institution of Mechanical Engineers.
- [ ] Included proof of professional registration or professional qualification, if MRA or regulated EMD applicant.
- [ ] Included degree evidence.

Appendix A: Personal competence statements – CEng

What do we mean by competence?
Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently.

What characteristics are we looking for?
Chartered Engineers are characterised by their ability to develop appropriate solutions to engineering problems, using new or existing technologies, through innovation, creativity and change.

They might develop and apply new technologies, promote advanced designs and design methods, introduce new and more efficient production techniques, marketing and construction concepts, or pioneer new engineering services and management methods. Chartered Engineers are variously engaged in technical and commercial leadership and possess effective interpersonal skills.

How long should each part be?
Please ensure that each of the five parts is around 400 words – which is a total of approximately 2,000 words for the whole section.

A: Optimise the application of technology – CEng

Use a combination of general and specialist engineering knowledge and understanding to optimise the application of existing and emerging technology.

Please give details on the following:

A1: How have you maintained and extended a sound theoretical approach in enabling the introduction and exploitation of new and advancing technology and other relevant developments?

A2: How have you engaged in the creative and innovative development of engineering technology and continuous improvement systems?

You could reference your ability to:

Identify the limits of own personal knowledge and skills / Strive to extend own technological capability / Broaden and deepen own knowledge base through research and experimentation

Establish users' needs / Assess marketing needs and contribute to the marketing strategies / Identify constraints and exploit opportunities for the development and transfer of technology within your field / Promote new applications when appropriate / Secure necessary intellectual property rights / Develop and evaluate continuous improvement systems

Further guidance:

These are examples of activities which could demonstrate that you have achieved CEng criteria

- Any post-graduate academic study you have taken to broaden or deepen your knowledge.
- Provide information about any new engineering theories and techniques that you have learnt or developed in the workplace.
- Give examples of any work you have done to broaden your knowledge of engineering codes, standards and specifications.
- Provide information and examples of work you have done to lead/manage market research and product and process research and development.
- Cross-disciplinary working involving complex projects
- Conduct statistically sound appraisal of data
- Use evidence from best practice to improve effectiveness

B: Analysis and solution of engineering problems – CEng

Apply appropriate theoretical and practical methods to the analysis and solution of engineering problems.

Please give details on the following:

B1: How have you identified potential projects and opportunities?

B2: How have you conducted appropriate research, and undertaken design and development of engineering solutions?

B3: How have you implemented design solutions, and evaluated their effectiveness?

You could reference your ability to:

Explore the territory within own responsibility for new opportunities / Review the potential for enhancing engineering products, processes, systems and services / Use own knowledge of your employer's position to assess the viability of opportunities

Identify and agree appropriate research methodologies / Assemble the necessary resources / Carry out the necessary tests / Collect, analyse and evaluate the relevant data / Draft, present and agree design recommendations, taking account of cost, quality, safety, reliability, appearance, fitness for purpose and environmental impact / Undertake engineering design

Ensure that the application of the design results in the appropriate practical outcome / Implement design solutions, taking account of critical constraints / Determine the criteria for evaluating the design solution / Evaluate the outcome against the original specification / Actively learn from feedback on results to improve future design solutions and build best practice

Further guidance:

Provide information about how you have been involved in the marketing of and tendering for new engineering products, processes and systems, or give details of when you have been involved in the specification and procurement of new engineering products, processes and systems.

Include details of when you have set targets, and drafted programmes and action plans and have been responsible for a schedule of activities.

Provide information about how you have carried out formal theoretical research, or have carried out applied research on the job.

Give examples of where you may have led design teams, or led/managed value engineering and whole life costing. Give details of when you have drafted specifications, developed options and carried out testing. Provide examples of when you have identified resource and cost options, producing concept designs, and developing these into detailed designs.

You should provide examples of when you have followed the design process through into product or service realisation and its evaluation.

Give details of when you have prepared and presented reports on the evaluation of the effectiveness of the designs.

You should also provide information about when you have managed product improvement through interpretation and analysis of performance, or when you have determined the critical success factors of a product or service.

C: Technical and commercial leadership – CEng

Provide technical and commercial leadership

Please give details on the following:

C1: How have you planned for effective project implementation?

C2: How have you planned, budgeted, organised, directed and controlled tasks, people and resources?

C3: How have you led teams and developed staff to meet changing technical and managerial needs?

C4: How have you brought about continuous improvement through quality management?

You could reference your ability to:

Identify the factors affecting the project implementation / Lead on preparing and agreeing implementation plans and method statements / Ensure that the necessary resources are secured and brief the project team / Negotiate the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers, etc.)

Set up appropriate management systems / Agree quality standards, programme and budget within legal and statutory requirements / Organise and lead work teams, coordinating project activities / Ensure that variations from quality standards, programme and budgets are identified and that corrective action is taken / Gather and evaluate feedback and recommend improvements

Agree objectives and work plans with teams and individuals / Identify team and individual needs and plan for their development / Lead and support team and individual development / Assess team and individual performance, and provide feedback

Promote quality through the organisation and its customer and supplier networks / Develop and maintain operations to meet quality standards / Direct project evaluation and propose recommendations for improvement

Further guidance:

Give examples of when you have lead or managed project planning activities. This will also include activities relating to producing and implementing procurement plans, carrying out risk assessments for the project , planning programmes and delivery of tasks, and identifying resources and costs of the project. You should also include details of any collaboration with key stakeholders or where you have negotiated agreement to the project plan, as well as negotiating agreement for contracts or work orders.

Give examples of when you have taken responsibility for and control of project operations where you have managed the balance between quality, cost and time.

Give examples of managing contingency systems, project funding, payments and recovery. Provide information about where you have had to ensure that legal and statutory obligations have been satisfied. Give details of leading/managing tasks within identified financial, commercial and regulatory constraints.

Provide examples of when you have carried out or contributed to staff appraisals or when you have planned/contributed to the training and development of staff.

Give information about when you have gathered evidence from colleagues of the management, assessment and feedback that you have provided. Give details of any disciplinary procedures you have carried out or contributed to.

Give examples of when you have planned and implemented best practice methods of continuous improvement, eg. ISO 9000, EFQM, balanced scorecard etc.

Give details of when you have carried out quality audits or any work to monitor, maintain and improve delivery.

Give information about when you have identified, implemented and evaluated changes to meet the quality objectives.

D: Effective interpersonal skills – CEng

Demonstrate effective interpersonal skills

Please give details on the following:

D1: How have you communicated in English with others at all levels?

D2: How have you presented and discussed proposals?

D3: How have you demonstrated personal and social skills?

You could reference your ability to:

Contribute to, chair and record meetings and discussions / Prepare letters, documents and reports on complex matters / Exchange information and provide advice to technical and non-technical colleagues

Prepare and deliver presentations on strategic matters / Lead and sustain debates with audiences / Feed the results back to improve the proposals

Know and manage own emotions, strengths and weaknesses / Be aware of the needs and concerns of others / Be confident and flexible in dealing with new and changing interpersonal situations / Identify, agree and lead work towards collective goals / Create, maintain and enhance productive working relationships and resolve conflicts

Further guidance:

Give examples of when you have written reports, or taken minutes of a meeting.

You should also provide examples of communication via letters, programmes, drawings and specifications.

Give examples of presentations that you have given and discussions that you have recorded in order to provide details of their outcomes to the project team.

You should give examples of when you have taken responsibility for productive working relationships, including the application of diversity and anti-discrimination legislation.

E: Commitment to professional standards – CEng

Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment

Please give details on the following:

E1: How have you complied with relevant codes of conduct?

E2: How have you managed and applied safe systems of work?

E3: How have you undertaken engineering activities in a way that contributes to sustainable development?

E4: How have you carried out continuing professional development (CPD) necessary to maintain and enhance competence in own area of practice?

E5: How have you exercised responsibilities in an ethical manner?

You could reference your ability to:

Comply with the rules of professional conduct of the Institution / Lead work within all relevant legislation and regulatory frameworks including social and employment legislation

Identify and take responsibility for own obligations for health, safety and welfare issues / Ensure that systems satisfy health, safety and welfare requirements / Develop and implement appropriate hazard identification and risk management systems / Manage, evaluate and improve these systems

Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously / Use imagination, creativity and innovation to provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives / Understand and secure stakeholder involvement in sustainable development

Undertake reviews of own development needs / Prepare action plans to meet personal and organisational objectives / Carry out planned (and unplanned) CPD activities / Maintain evidence of competence development / Evaluate CPD outcome against action plans / Assist others with their own CPD

Where you have applied ethical principles as specified in the Engineering Council's Statement of Ethical Principles / Where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values

Further guidance:

You should give examples of working with a variety of conditions of contract. You should also read the Institution's code of conduct and demonstrate initiative and commitment to the affairs of the Institution.

You should provide examples of any formal H&S training that has been undertaken.

Give information about how you work within the H&S legislation and best practice, eg. HASAW 1974, CDM regs, OHSAS 18001:2007 and company safety policies. Give examples of any safety audits you have carried out and when you may have identified and minimised hazards. Give information about how you assess and control risks. Provide information about when you may have evaluated the costs and benefits of safe working and delivered strategic H&S briefings and inductions.

You should provide examples of when you have carried out environmental impact assessments, or environmental risk assessments. You should also give information about when you have planned and implemented best practice environmental management systems, eg. ISO 14000, to show that you work within environmental legislation.

You could also give examples of when you have adopted sustainable practices to achieve a 'triple bottom line' ie. social, economic and environmental outcomes.

You should provide examples of how you keep up to date with national and international engineering issues.

As part of your application you will need to demonstrate short, medium and long-term development plans. You should give evidence of your development though on-the-job learning, private study, in-house courses, external courses and conferences.

Appendix B: Personal competence statements – IEng

What do we mean by competence?
Professional competence combines knowledge, understanding, skills and values. It's about more than just being able to perform a specific task; it's being able to do it correctly, safely, effectively and consistently.

What characteristics are we looking for?
Incorporated Engineers maintain and manage applications of current and developing technology, and may undertake engineering design, development, manufacture, construction and operation. Incorporated Engineers are variously engaged in technical and commercial management and possess effective interpersonal skills. .

How long should each part be?
Please ensure that each of the five parts is around 400 words – which is a total of approximately 2,000 for the whole section.

A: Apply existing and emerging technology – IEng

Use a combination of general and specialist engineering knowledge and understanding to apply existing and emerging technology.

Please give details on the following:

A1: How have you maintained and extended a sound theoretical approach to the application of technology in engineering practice?

A2: How have you used a sound evidence-based approach to problem solving, and contributed to continuous improvement?

You could reference your ability to:

Identify the limits of own personal knowledge and skills / Strive to extend own technological capability / Broaden and deepen own knowledge base through new applications and techniques

Establish users' requirements for improvement / Use market intelligence and knowledge of technological developments to promote and improve the effectiveness of engineering products, systems and services / Contribute to the evaluation and development of continuous improvement systems / Apply knowledge and experience to investigate and solve problems arising during engineering tasks and implement corrective action.

Examples of activities that could demonstrate you have achieved the IEng criteria:

- engage in formal learning
- learn new engineering theories and techniques in the workplace, at seminars etc.
- broaden your knowledge of engineering codes, standards and specifications
- manage/contribute to market research and product and process research and development
- involvement with cross-disciplinary working
- conduct statistically sound appraisal of data
- use evidence from best practice to improve effectiveness
- apply root cause analysis

B: Application of theoretical and practical methods – IEng

Apply appropriate theoretical and practical methods to design, develop, manufacture, construct, commission, operate, maintain, decommission, and re-cycle engineering processes, systems, services and products.

Please give details on the following:

B1: How have you identified, reviewed and selected techniques, procedures and methods to undertake engineering tasks?

B2: How have you contributed to the design and development of engineering solutions?

B3: How have you implemented design solutions, and contributed to their evaluation?

You could reference your ability to:

Select a review methodology / Review the potential for enhancing engineering products, processes, systems and services using evidence from best practice / Establish an action plan to implement the results

Contribute to the identification and specification of design and development requirements for engineering products, processes, systems and services / Identify potential operational problems
and evaluate possible engineering solutions, taking into account cost, quality, safety, reliability, appearance, fitness of purpose, and environmental impact / Contribute to the design of engineering solutions

Secure the resources required for implementation / Implement design solutions taking account of critical constraints / Identify problems during implementation and take corrective action / Contribute to the evaluation of design solutions / Contribute to recommendations for improvement and actively learn from feedback on results

Examples of activities that could demonstrate you have achieved the IEng criteria:

- contribute to the marketing of and tendering for new engineering products, processes and systems
- contribute to the specification and procurement of new engineering products, processes and systems
- develop decommissioning processes
- set targets; draft programmes, action plans
- schedule activities
- contribute to theoretical and applied research
- manage/contribute to value engineering and whole life costing
- work in design teams
- draft specifications
- develop and test options
- identify resources and costs of options
- produce detailed designs
- follow the design process through into product manufacture
- operate and maintain processes, systems etc.
- contribute to reports on the evaluation of the effectiveness of the designs
- contribute to product improvement
- interpret and analyse performance
- contribute to determining critical success factors
- learn new engineering theories and techniques in the workplace, at seminars etc.
- broaden your knowledge of engineering codes, standards and specifications
- manage/contribute to market research and product and process research and development
- involvement with cross-disciplinary working
- conduct statistically sound appraisal of data
- use evidence from best practice to improve effectiveness
- apply root cause analysis

C: Technical and commercial management – IEng

Provide technical and commercial management

Please give details on the following:

C1: How have you planned for effective project implementation?

C2: How have you managed the planning, budgeting and organisation of tasks, people and resources?

C3: How have you managed teams and developed staff to meet changing technical and managerial needs?

C4: How have you managed continuous quality improvement?

You could reference your ability to:

Identify the factors affecting the project implementation / Prepare and agree implementation plans and method statements / Secure the necessary resources and confirm roles in project teams / Apply the necessary contractual arrangements with other stakeholders (client, subcontractors, suppliers etc.)

Operate appropriate management systems / Work to the agreed quality standards, programme, and budget, within legal and statutory requirements / Manage work teams, coordinating project activities / Identify variations from quality standards, programmes and budgets, and take corrective action / Evaluate performance and recommend improvements

Agree objectives and work plans with teams and individuals / Identify team and individual needs and plan for their development / Manage and support team and individual development / Assess team and individual performance and provide feedback

Examples of activities that could demonstrate you have achieved the IEng criteria:

- manage/contribute to project planning activities
- produce and implement procurement plans
- contribute to project risk assessment
- collaborate with key stakeholders
- plan programmes and delivery of tasks
- identify resources and costs
- prepare and agree contracts/work orders
- manage/contribute to project operations
- manage the balance between quality, cost and time
- manage contingency processes
- contribute to the management of project funding, payments and recovery
- satisfy legal and statutory obligations
- manage tasks within identified financial, commercial and regulatory constraints
- carry out/contribute to staff appraisals
- plan/contribute to the training and development of staff
- gather evidence from colleagues of the management, assessment and feedback that you have provided
- carry out/contribute to disciplinary procedures

Ensure the application of quality management principle by team members and colleagues / Manage operations to maintain quality standards / Evaluate projects and make recommendations for improvement

Examples of activities that could demonstrate you have achieved the IEng criteria:

- promote quality
- manage/contribute to best practice methods of continuous improvement, eg. ISO 9000, EFQM, balanced scorecard
- carry out/contribute to quality audits
- monitor, maintain and improve delivery
- identify, implement and evaluate changes to meet quality objectives

D: Effective interpersonal skills – IEng

Demonstrate effective interpersonal skills

Please give details on the following:

D1: How have you communicated in English with others at all levels?

D2: How have you presented and discussed proposals?

D3: How have you demonstrated personal and social skills?

You could reference your ability to:

Contribute to, chair and record meetings and discussions / Prepare letters, documents and reports on technical matters / Exchange information and provide advice to technical and non-technical colleagues

Prepare and deliver appropriate presentations / Manage debates with audiences / Feed the results back to improve the proposals

Know and manage own emotions, strengths and weaknesses / Be aware of the needs and concerns of others / Be confident and flexible in dealing with new and changing interpersonal situations / Identify, agree and work towards collective goals / Create, maintain and enhance productive working relationships and resolve conflicts

Examples of activities that could demonstrate you have achieved the IEng criteria:

- reports
- minutes of meetings
- letters
- programmes
- drawings
- specifications
- presentations
- records of discussions and their outcomes
- records of meetings
- evidence from colleagues of your personal and social skills
- contribute to productive working relationships
- apply diversity and anti-discrimination legislation

E: Commitment to professional standards – IEng

Demonstrate a personal commitment to professional standards, recognising obligations to society, the profession and the environment

Please give details on the following:

E1: How have you complied with relevant codes of conduct?

E2: How have you managed and applied safe systems of work?

E3: How have you undertaken engineering activities in a way that contributes to sustainable development?

E4: How have you carried out continuing professional development (CPD) necessary to maintain and enhance competence in own area of practice?

E5: How have you exercised responsibilities in an ethical manner?

You could reference your ability to:

Comply with the rules of professional conduct of the Institution / Manage work within all relevant legislation and regulatory frameworks, including social and employment legislation

Examples of activities that could demonstrate you have achieved the IEng criteria:

- Contribute to the affairs of your professional body
- work with a variety of conditions of contract

Identify and take responsibility for own obligations for health, safety and welfare issues / Manage systems that satisfy health, safety and welfare requirements / Develop and implement appropriate hazard identification and risk management systems / Manage, evaluate and improve these systems

Operate and act responsibly, taking account of the need to progress environmental, social and economic outcomes simultaneously / Provide products and services which maintain and enhance the quality of the environment and community, and meet financial objectives / Understand and encourage stakeholder involvement in sustainable development

Undertake reviews of own development needs / Prepare action plans to meet personal and organisational objectives / Carry out planned (and unplanned) CPD activities / Maintain evidence of competence development / Evaluate CPD outcome against action plans / Assist others with their own CPD

Examples of activities that could demonstrate you have achieved the IEng criteria:

- Undertake formal H&S training
- Work with H&S legislation and best practice, e.g. HASAW 1974; CMD regs; OHSAS 18001:2007 and company safety policies
- Carry out safety audits
- Identify and minimise hazards
- Assess and control risks
- Deliver H&S briefings and inductions
- Carry out/contribute to environmental impact assessments
- Carry out/contribute to environmental risk assessment
- Manage best practice environmental management systems, eg. ISO 14000
- Work within environmental legislation
- Adopt sustainable practices
- Contribute to the “triple bottom line” (i.e. social, economic and environmental) outcomes
- Keep up to date with national and international engineering issues
- Maintain CPD plans and records
- Involvement with the affairs of your professional body
- Evidence of development through on-the-job learning, private study, in-house courses, external conferences and courses

Where you have applied ethical principles as specified in the Engineering Council’s Statement of Ethical Principles / Where you have applied/upheld ethical principles as defined by your organisation or company, which may be in its company or brand values